Requirements Checklist:

Display Solution

This checklist is to be used by Departments to document business requirements when publishing a request to industry for a display solution[[1]](#footnote-1), which can include standard flat-panel monitors, or video walls built from various different technologies such as LCD, LED or projection. The checklist will help define the business requirements, enabling suppliers to provide informed solution designs and bid responses.

Note that **only professional displays** are suitable for deployment in Government, home-focussed televisions are not allowed.

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| Business requirement |
| For example: “Display for a training venue that seats 20 students.” Or “Interactive monitor with electronic whiteboard, presentations and videoconferencing – must be mounted to dry-wall in venue.” Or “High-end, high-resoluton display for auditorium, full presentation audio included.” |
| **Site inspection required?** (recommended for most non-mobile solutions) | Yes  |[ ]  No |[ ]
|  |
| Functional requirements (tick with ✓ where applicable) |
| **Type of information to be displayed:** | **Venue size:** |
| Presentations |[ ]  Large venue (e.g. auditorium, large training room) |[ ]
| Documents (Word, PDF) |[ ]  Small venue with short distance to display |[ ]
| Videoconferences  |[ ]  **Venue lighting constraints:** |
| Training material |[ ]  Controlled lighting (no outside/ambient light interference) |[ ]
| Images (photos, diagrams) |[ ]  High ambient light interference (e.g. school classroom) |[ ]
| High-detail information (spreadsheets, reports, project plans, floorplans, maps) |[ ]  Typical boardroom/classroom (normal ambient light, controllable) |[ ]
|  | Outdoors |[ ]
| **Display capabilities** |
| Inputs/sources: Digital (e.g. HDMI, DP) |[ ]  Wireless display (Miracast, ChromeCast, AirPlay) |[ ]
| Analogue (VGA/composite) |[ ]  Interactive whiteboard |[ ]
| Network / HDBaseT |[ ]  Media player on-board |[ ]
| USB |[ ]  Digital signage player |[ ]
|  |[ ]  “Smart” features: internet access, application support |[ ]
| **Client devices/systems to display from:** |
| PC / Laptop (Windows / Linux / MacOS / ChromeOS) |[ ]  Room video switcher |[ ]
| Smartphone / Tablet (Android / iOS) |[ ]  USB flash drive |[ ]
| Videoconference codec |[ ]  Wireless source |[ ]
| Web content (e.g. Vimeo / Youtube) |[ ]  Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |[ ]
| **Installation type:** | **Resolution & aspect ratio:** (if technical info is available) |
| Fixed/permanent installation (e.g. wall-mount) |[ ]  FullHD 1920x1080 (16:9) |[ ]
| Desktop (monitor built-in stand)  |[ ]  Ultra HD 3840x2160 (16:9) |[ ]
| Trolley-based display that can be moved around |[ ]  Ultra-wide (e.g. 21:9) |[ ]
|  |[ ]  Other (custom, e.g. video wall with specific ratio) |[ ]
| **Audio requirements:** |
| Voice amplification for conferencing (microphones and/or speakers) |[ ]
| Presentation audio (occasional) |[ ]
| Amplification of presenter’s voice |[ ]
| Full-spectrum audio for video |[ ]
| Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |[ ]
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| Additional requirements (list or describe as needed/applicable) |
| **Venue information:** |
| Size of room: | Number of seats |  | Room measurements (H x L m) |  |
|  |
| Available space for display, e.g. size of front wall (H x W m)  |  |
| Special display requirements, e.g. 3D/stereoscopic content |  |
| Accessibility for maintenance and repairs (e.g. display is difficult to access, or venue in secure facility, or venue is in use most of the time, needing scheduled downtime)) |  |
| Number and type of inputs required: HDMI, VGA, DP, USB, wireless (Android/iOS/Windows), MHL, HDBaseT |  |
| Network connection required (management link for installed projectors, wireless, etc.) |  |
| Video and audio sources to integrate (e.g. videoconference system, amplifier and speakers, Media player, room PC, DSTV) |  |
| Control system: automated screen and projector power-on required? |  |
| Projection screen: size, ceiling/wall-mount, motorised, rear-project, etc. |  |
| Systems management: alerts, remote configuration, etc. |  |

#### Notes

* This document must be included with the RFQ/RFP published via the designated SCM process, and also summarised in the main request for proposal document. The **AVCT Deployment Guide** has additional RFP/RFQ guidelines as well as a template that must be incorporated into the standard SCM documents.
* The RFQ/RFP must take cogniscance of specifications that already form a part of transversal Contract conditions or SITA technical specifications.
* To ensure an open and fair process, the RFQ/RFP may not include the names of any brand, product or supplier. Exceptions can only be made for business or IT architecture reasons: e.g. if a product has been selected as a Departmental standard, or if the RFQ must be brand-specific to ensure integration into an existing solution. **Consumables** (e.g. projector lamps) fall into this category, since they **must** be procured in a brand-specific way to prevent fruitless expenditure.
1. For stand-alone projection solutions, please refer to the separate **Requirements** **Checklist: Data/Video Projector**. [↑](#footnote-ref-1)