Requirements Checklist:

Data/Video Projector

This checklist is to be used by Departments to document business requirements when publishing a request to industry for a projection solution. The checklist will help define the business requirements, enabling suppliers to provide informed solution designs and bid responses.

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| Business requirements |
| For example: “Projector for a training venue that seats 50 students.” Or “Portable projector for day-to-day presentations – must fit in existing laptop bag.” Or “High-end projector for large auditorium; mounted on ceiling. Full presentation audio included.” |
| Functional requirements (tick with ✓ where applicable) |
| **Portability:** | **Devices to connect:** |
| Fixed/permanent installation (e.g. auditorium) |[ ]  PC / laptop |[ ]  Smartphone/tablet |[ ]
| Shared projector (carried between venues) |[ ]  Interactive whiteboard |[ ]  USB flash drive |[ ]
| Ultraportable (regular travel, small projector)  |[ ]  Video switcher |[ ]  Videoconference codec |[ ]
| **Type of information to be projected:** | **Venue lighting constraints:** |
| Presentations |[ ]  Controlled lighting (no outside/ambient light interference) |[ ]
| Documents (Word, PDF) |[ ]  High ambient light interference (e.g. school classroom) |[ ]
| Training material |[ ]  Typical boardroom (bright ambient light) |[ ]
| Images (photos, diagrams) |[ ]  **Venue size/throw distance:** |
| Video |[ ]  Large venue (e.g. auditorium, large training room) |[ ]
| High-detail data (spreadsheets, reports, project plans, engineering diagrams) |[ ]  Typical meeting room/boardroom/classroom |[ ]
|  |  | Small venue with short throw distances |[ ]
| **Audio requirements:** | **Resolution & aspect ratio:** (if technical info is available) |
| Presentation audio (occasional) |[ ]  XGA 1024x768 (4:3) |[ ]  FullHD 1920x1080 (16:9) |[ ]
| Amplification of presenter’s voice |[ ]  WXGA 1280x800 (8:5) |[ ]  WUXGA 1920x1200 (16:10) |[ ]
| Full audio for video |[ ]  WXGA 1366x769 (16:9) |[ ]  UHD 3840x2160 (16:9) |[ ]
| **Site inspection required?** (for fixed installations) | Yes  |[ ]  No |[ ]
| Additional requirements (list or describe as needed/applicable) |
| Special display requirements, e.g. 3D/stereoscopic content |  |
| Accessibility for maintenance and repairs (e.g. mounted on high ceiling) |  |
| Estimated throw distance from screen to projector |  |
| 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.