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.