

Technology Needs Assessment Checklist



Forte
Technology Design at Work

Data Cabling

1. Plan view drawings with data drop locations and number of ports.
2. System schematic showing wiring paths.
3. Bill of materials.
 - ☐ Our team to provide
 - ☐ Client to provide detailed drawings & specifications,
 - ☐ Not required

Wireless Access Points (WAP)

1. Plan view drawings with WAP locations, and WAP models.
2. System schematic showing wiring paths.
3. Bill of materials
 - ☐ Our team to provide
 - ☐ Client to provide detailed drawings & specifications
 - ☐ Not required

CCTV

1. Plan view drawings with camera locations, camera models and NVR model.
2. System schematic showing wiring paths.
3. Bill of materials and cut sheets.
 - ☐ Our team to provide
 - ☐ Client to provide detailed drawings & specifications
 - ☐ Not required

Access Control

1. Plan view drawings with card reader locations and models.
2. System schematic showing wiring paths.
3. Bill of materials and cut sheets, plans for integration with base building access control system.
 - ☐ Our team to provide
 - ☐ Client to provide detailed drawings & specifications
 - ☐ Not required

Business Phone System

1. Plan view drawings for VOIP or PBX system, including recommended phone models.
2. System schematic showing wiring paths.
3. Bill of materials.
 - ☐ Our team to provide
 - ☐ Client to provide detailed drawings & specifications
 - ☐ Not required

Point of Sale System (POS)

1. Plan view drawings with POS locations and POS models.
2. System schematic showing wiring paths.
3. Bill of materials.
 - ☐ Our team to provide
 - ☐ Client to provide detailed drawings & specifications
 - ☐ Not required

Audio System

1. Plan view drawings with speaker locations, audio zones, speaker models and amplifier model.
2. Elevation drawings where required.
3. System schematic showing wiring paths.
4. Bill of materials and cut sheets.
 - ☐ Our team to provide
 - ☐ Client to provide detailed drawings & specifications
 - ☐ Not required

Video Distribution & Digital Signage System

1. Plan view drawings with TV locations, TV models and digital signage provider.
2. Elevation drawings showing TV mounting height, along with power and backing requirements.
3. System schematic showing wiring paths.
4. Bill of materials.
 - ☐ Our team to provide
 - ☐ Client to provide detailed drawings & specifications
 - ☐ Not required

Boardroom and Huddle Room Audiovisual System

1. Plan view drawings with TV locations, speakers and microphones and cameras.
2. Elevation drawings showing TV mounting height, along with power and backing requirements.
3. System schematic showing wiring paths.
4. Bill of materials.
 - ☐ Our team to provide
 - ☐ Client to provide detailed drawings & specifications
 - ☐ Not required

Meeting Room Scheduling

1. Plan view drawings screen locations, wiring paths, speakers and microphones and cameras.
2. Elevation drawings showing screen mounting height, along with power and backing requirements.
3. System schematic showing wiring paths.
4. Bill of materials and cut sheets.
 - ☐ Our team to provide
 - ☐ Client to provide detailed drawings & specifications
 - ☐ Not required

Sound Masking System

1. Plan view drawings with speaker locations, controller locations.
2. System schematic showing wiring paths.
3. Bill of materials and cut sheets.
 - ☐ Our team to provide
 - ☐ Client to provide detailed drawings & specifications
 - ☐ Not required

Low Voltage Control

1. Plan view drawings showing audio zones and volume controllers
2. System schematic showing wiring paths.
3. Bill of materials and cut sheets.
 - ☐ Our team to provide
 - ☐ Client to provide detailed drawings & specifications
 - ☐ Not required