

Project Requirements Worksheet

This worksheet is designed to help us better understand your specific digital signage requirements. Fill it out to the best of your knowledge so we can help you accurately plan for expectation, reduce mid-project challenges, and ensure success.



Our Commitment

We are committed to delivering innovative solutions that will meet our customer's evolving communication needs.



Our Service

If we are unable to prove the satisfactory performance of our solutions, we'll refund 100% of the purchase.



Our Guarantee

We have an impressive 93% satisfaction rating which speaks to the high level of service we offer.



Our Values

Our focus is on cost-effective and content-rich solutions that makes your digital signage a success.

CLIENT INFORMATION

Full Name:

Title:

Company:

Phone:

Email:

PROJECT DETAILS

What are the goals of this project?

Will this be at one location or multiple? Please specify how many.

Is there a budget for this project? If so, what's the budget?

Is there a deadline for project completion?

Who will be the main point of contact for this project? (Name / Email)

Who are project stakeholders? Please select all that apply

Marketing department

IT department

Operations

HR

How many displays are you planning for?

... as for the displays, which of these apply:

We already have our displays

We have a few displays & will buy more

We will be buying our own displays

We would like turnkey kits
with commercial-grade displays

SOLUTIONS

I am looking for...

Employee Communication Displays

Inspire employees, encourage real-time collaboration, and inform them of company updates.

Emergency Messaging Displays

As an emergency response tool, digital signage is being used in k-12 schools & colleges, malls, hospitals, and corporate offices.

Digital Building Directories

List tenants using their company logos for brand reinforcement, post office hours, and showcase traffic.

Production/Metric Displays

Transform dull metric reports into graphs & charts for easy communication.

Wayfinding Displays

Digitally guide guests in hospitals, universities, corporate offices, and amusement parks.

Flight Information Displays	Live flight information displays (FIDS) are ideal for airports, hotels, resorts, convention centers, & parking facilities.
Informational Displays	Ideal for K-12 schools, colleges, institutions, & more.
Courtroom Displays	Show real-time case information that includes case numbers, parties involved, courtroom and time.
Wayfinding Display	Transform your donor wall from a static list with composition of images, text, and motion.
Point-of-Purchase Displays	Easily allow managers to post and update promotions, sales events, and product information.
Waiting Room Displays	Reduce perceived wait times by keeping customers entertained in banks, hospitals, and corporate offices.
Digital Menu Boards	Ideal for quick-serve restaurants, bars, fast-casuals, school cafeterias, and more.
Other:	

CONTENT REQUIREMENTS

What content would you like to display on your screen? Content can be any media, including videos, scrolling text, images, and animation. Check all that apply.

Menu Items & Prices	Videos	Looping Slides
Images	Animations	Logo
Scrolling Text	Playlist	

The following media content is also popular among digital signage users. Which one of these would you be interested in?

Weather	Clock	Custom Fonts
QR Codes	RSS Feeds	

... and how about advanced media content like:

Financial Stock Charts	Metric Charts/Dashboards	Local Points of Interest
Youtube Videos	Count Up/Down Timers	Live Traffic
Vimeo Videos	Points of Interest Map	MRSS Feeds
Event Listings	Google Docs/Spreadsheets	Product/People Profiles
Motivational Quotes	Stock Photos	

What kind of social media content would you like to display on the screens?

<input type="checkbox"/> Twitter Feeds	<input type="checkbox"/> Pinterest Posts	<input type="checkbox"/> Flickr Albums
<input type="checkbox"/> Facebook Posts	<input type="checkbox"/> Instagram Posts	

Would you be interested in premium/licensed content such as:

<input type="checkbox"/> Court Dockets	<input type="checkbox"/> Device Status Notifications	<input type="checkbox"/> Media Approval
<input type="checkbox"/> CAP Alerts	<input type="checkbox"/> Movie Theater Box Office	<input type="checkbox"/> Live TV/Cable Box Feed
<input type="checkbox"/> Device Power (On/Off)	<input type="checkbox"/> Dynamic Content Feeds	<input type="checkbox"/> Emergency Messaging
<input type="checkbox"/> Currency Exchange Rate	<input type="checkbox"/> Queue Management	<input type="checkbox"/> Live Flight Arrivals and Departures
<input type="checkbox"/> Smart Playlists Auto-create Campaigns		

Do you require any third party data integration e.g. with a scheduling software, SharePoint, etc.?

☐ Yes

☐ No

If yes, please describe the integration desired:

NETWORK REQUIREMENTS

Will you be using a wired or wireless connection?

☐ Wired

☐ Wireless

If wireless, is there a firewall?

☐ Yes

☐ No

Are there any unique network security requirements?

Do you need installation services?

Yes

No

If yes, please select all that apply:

Portrait Orientation

Ceiling Mount

Free Standing

Landscape Orientation

Wall Mount

Enclosures Required

What type of Implementation assistance do you require? Please select all that apply.

Use Case Analysis

Playlist Configuration

Interactive Layouts/Templates

Media Upload Assistance

Dynamic Widget Config.

Workflow Consulting

User Accounts and
Permissions Setup

Screen Layouts (Template)
Setup

Scheduling & Publishing
Guidance

Do you require content design?

No, I have an in-house content design team

No, we have outsourced content creation to a branding agency

Yes, I need content design services (Design Studio Engagement)

Would you like to add any services below?

Managed Services

Signature Care

Personalized Training

Other comments: