

Project Initiation Checklist

by Control Concepts, Inc.

Deadlines, time sensitivity, quality and accuracy are paramount to project success. At Control Concepts, we take pride in managing expectations, maintaining our commitments and coming through for our customers. In doing so, we have identified **the importance of effective and timely communication and information exchange**.

Control Concepts follows a consistent, quality process for every project. This includes **establishing expectations, identifying open items and defining milestones**.

The following items provide the basis of information to begin the programming process. To establish the delivery timeline, it is important to gather this information at the outset of the project:

- ☐ AV and control flow shop drawings that are “Approved for Construction”
- ☐ Client logo in vector format and/or corporate branding guidelines
- ☐ System functionality description or Control System Scope of Work
- ☐ Audio DSP files with associated control programming hooks
- ☐ Resolutions to outstanding programming-related questions

Once we kickoff the project, our **first step is to create a look and feel for interface design**. We schedule the following milestones in conjunction with the project timeframe:

User Interface Design

Develop a sample and issue for approval.

Approval of User Interface Design

Develop entire user interface upon approval of sample.

Control Functionality Specification

Capture complete page-by-page description of the user interface and all of its functionality in a single document for client approval.

Approval of Control Functionality Specification

Begin programming phase upon approval of the Control Functionality Specification and comment review.

Programming

Develop control system programming in accordance with approved Control Functionality Specification

At Control Concepts, we fit these milestones into the project timeline to meet the requested completion date. Typically, we allot one week between each milestone. However, this calendar can vary based on response times, deadlines and project complexity. It is important that we maintain our quality process to work effectively and efficiently. In our experience, omitting any of the above listed steps could lead to unpredictable outcomes.

Following programming, **we schedule deliverables and support in line with system staging and installation, leading to smooth and successful implementation**.