



# Video Room Assessment

Workplaces continue to evolve at an accelerated pace. Shifts in workforce expectations, hybrid models, and rapid advances in technology are redefining how, where, and when work happens. Video collaboration has moved from being a convenience to a critical infrastructure, keeping teams aligned and business moving forward.

For IT and Facilities leaders, the challenge isn't just deploying these technologies—it's keeping them performing at their best. Collaboration spaces can quickly fall behind if they aren't actively assessed, updated, and optimized. Regular fine-tuning ensures these spaces remain reliable, intuitive, and aligned with the way your business works today—and tomorrow.

## What is the Process?

We take a structured approach and personalize it to ensure it gets at the heart of your specific business and situation.

### Step #1: Document Room Inventory & Risk

We need to know what you have before we can figure out what you need. This step often delivers some surprises because reality usually doesn't line up with expectations. Here are the types of information we gather:

- **Rooms:** photos, dimensions, table and seat locations and configuration, non-technology items like building materials
- **Hardware:** video, audio, control panels, codecs, etc.
- **Software:** Supported platforms, firmware statuses

All this info will be delivered to you and used in our risk assessment. We will determine risk level based on factors such as end-of-life equipment, user experience, operational issues, and safety issues.



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## Step #2: Define Requirements

We dig deeper into what you are trying to achieve in your rooms and why. This understanding is key to figuring out how to establish the correct requirements, so the rooms work as expected every time.

- We classify functionality based on Required, Nice-to-Have, or Not Required
- We recommend the correct mix of room types to support the organization appropriately.

## Step #3: Create Design Standards

We develop a standard room menu to achieve your requirements. The menu will include details on each room type that is needed within your organization. While each room will have its own details, you will notice that we focus on one user experience whether it's a huddle room or a multi-purpose training room.

Approved room standards make both room remediation and new builds more efficient and delivering cost savings in labor, downtime, and materials.

## Step #4: Develop & Manage Migration Plan

We deliver a package to you that provides all the information needed for your migration to upgraded video rooms. This information will allow you to make solid financial decisions and have successful implementations.

- We provide the cost to get all rooms up to the standard.
- We prioritize the plan based on the risk assessment, so the right rooms are getting addressed soonest.
- We can do your installation as well. Effectively and efficiently.

### What results can you expect from your Video Room Assessment?

Every project is different, but these are some interesting facts about a Video Room Assessment we recently completed for a customer in the banking industry.

- 298 rooms on the assessment list, but found an additional 60 video rooms that had video equipment
- On-premise at 44 sites in 38 cities in 16 states
- Took 1 month, 27 flights, 16 people
- Prior to engaging RoomReady, customer had a design for 41 video rooms budgeted at \$4 million
- Post Video Room Assessment, we delivered a value-engineered solution for the same rooms at a 50% cost reduction



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