

Workflow for AV projects



You, the project requestor



The AV Services team



Other teams or vendors

START



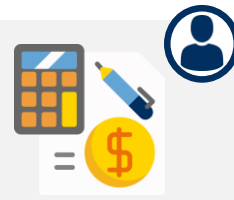
You send us a request to discuss your project, via Assyst, phone, or email



We contact you to arrange a meeting

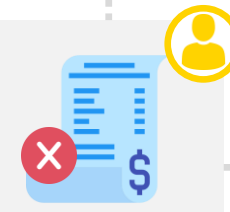


We meet to inspect the site, understand your needs & discuss AV standards



We provide an indicative project cost

Revisit your needs & requirements

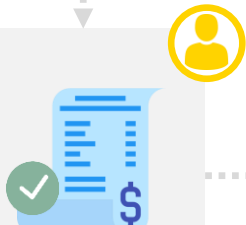


Budget cost not accepted

FINISH



Project cancelled



Budget cost accepted

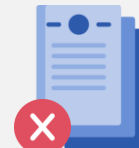


We create a Request for Quote & forward to nominated contractor(s)

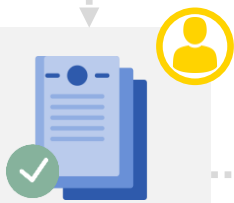


Together, we assess the returned quotes

Revisit your needs & requirements



Quote not accepted



Quote accepted. Amendments made if needed



Purchase order raised
Account code created



We schedule the works with input from you, vendor & timetabling team. Room offline for installation.



We manage the project implementation



Review works against agreed needs & requirements

FINISH



Project goes live!