Project type:

Automation system upgrade

I. Planning

a. existing capabilities

b. desired new capabilities

c. existing console types and capabilities

d. existing rack/server room space

e. required additional rack space or room space

f. budget

g. timeline

II. Equipment ordering

a. servers

b. workstations; computers, soundcards, etc

1. Soundcards are the appropriate type and format for consoles or audio routing equipment

c. aux equipment; network switches, routers, utility machines, GPI/O devices

d. rack equipment

1. racks

2. shelves, spacers, rack screws, wire management, security covers, etc

3. power; UPS, outlet strips, ATS systems, grounding buss bars

4. KVM extenders

5. KVM switches

e. Audio wiring

1. AES/EBU wire and connectors

2. Analog wire and connectors

3. Terminating blocks

1. Computer network wiring; wire, patch panels, RJ-45 connectors, wire management

f. Control wiring

1. contact closures from studios and satellite receivers

III. Equipment installation

a. Racks

b. power

1. special power circuits; generator, isolated ground circuits, UPS, etc

c. computer workstations and servers

d. network switches, routers, wiring

e. audio switches, routers, wiring

f. KVM extenders, KVM switches

g. wire management devices, equipment

h. wire terminations; audio termination blocks, audio card break out boxes, network patch panels, connectors, etc

IV Cut over

a. database and or file copy over from old system

b. log import, merging and auto loading

c. as played log exports to traffic system and music scheduling system

d. extended monitors

e. audio wiring to/from studio

f. closures; remote console starts, remote console on/off, satellite closures

g. cleanup; missing files, changes to GPI/O files or settings, backups for critical files, labeling, documentation