

Santa Clara Valley Water District -- Stakeholder Matrix - 12/06/2013

						JM	J	MH		MK		RS					
			KD			MG	EM	CM	BP	MM		FF					
		JF	MR	TS	JN	O	TM	R	CM	COB	D	GK	CEO	DIR			
		1	2	3	4	5	6	7	8	9	10	11	12	13	RATE	ENGINEER'S COMMENT	
BOARDROOM																	
GENERAL																	
1	Favorable Dais Sightlines Among Directors	X													No	Requires redesigning physical layout of dais-- goes against facilities requirements	
2	Staff Training: Clear Presentations & Mic Technique	X													OK	Training/procedural Issue	
3	AV Staff Away From Dais	X										X			OK	Yes-Keep as is	
4	Lectern Centered in Boardroom	X	X		X										OK	This will be possible -- lectern is moveable with plates on both sides for connection with long cables-but, this is not ideal for sightlines	
5	Microphone Centered on Lectern		X		X										OK	Keep as is to avoid presenter's stationary/papers	
6	Simplified Lectern w/ Mic,Timer, Mouse, Doc Cam	X									X		X		OK	Will add a timer that's integrated with control system	
7	Embed Monitor into Lectern		X												No	Monitor will reside on lectern but not embed to maintain flexibility	
8	Presentation Agenda item to Share File Name Preloaded and Staged	X			X				X						OK	A procedure should be developed where media is preloaded on pc and files named to match item agenda name/number	
9	Move AV Staff Closer to Dais		X												No	This is contrary to facilities requirements and conflicts with item #3	
10	Reduce Equipment Footprint		X		X					X					OK	General equipment footprint will be reduced	

11	Simplify Rear Round Table		X							X					OK	Tabletop projector to be relocated above rear screen
12	Transition Between Meeting Types to be Simpler--Less dependent on AV Technical Staff		X												OK	Design will allow for this with touch panel control/presets
13	Do Not Draw Additional Power in Room A-131			X											OK	Will be drawing from main BLDG power
14	Do Not Physically Alter Dais without Approval from Tom			X							X				OK	We are looking at retaining the touch panel and microphone pedestal
15	No Surface Mounts on Walls			X											OK	Will not specify surface mounted equipment
16	Do Not Patch or Retain Old Equipment				X						X				OK	Design Will Upgrade EQP With Appropriate Reuse
17	Provide Better Lighting From Front, Side and Back of Subjects				X										OK	New cameras will operate better in low light conditions
18	Assess Reuse of Existing Equipment										X				OK	We will evaluate the appropriate reuse of EQP
19	Tie in to Existing AV Wall Plates Throughout Where Needed										X				OK	Currently there are plans to send feeds to A168, A173, A143, rear chambers conference room, chambers lobby, main lobby, A131, and 2 plates in the boardroom itself (for press feeds), and 2 plates in the prefunction lobby (for press feeds)
20	Remove all Unused Cabling										X				OK	Will specify removal of unused and obsolete cabling
21	ADA Compliant Lectern (Podium)										X				OK	We will look at a new adjustable height ADA compliant lectern

22	System Design to be Sectional to Allow for Budget Considerations												X			OK	Will Analyze System Costs and meet with the available budget targets as needed
23	Design to Include Redundancy (B System) in case of System Failure												X			OK	B system to include 32 wireless mics with audio mixer, recorder, powered speakers
24	Reduce distracting fan noise of equipment rack													X		OK	There will be less equipment in the new design, but since sound data is not available for most equipment, we won't know the total background noise level until equipment is installed
25	Meeting minutes clerk should possibly move closer to COB													X		OK	The design allow for this position to be relocated to the dais area in the future
26	Techs should thoroughly test AV system before each meeting														X	OK	Should be incorporated into the meeting setup procedure
27	Recommend that the committees use dais for their meetings as was done in the past														X	OK	This can be done depending on the size of the Committee
28	Techs should assist users at the lectern to avoid technical issues														X	No	This conflicts with some of the comments requesting that techs be kept away from dais and a desire to change the procedure to prestage meetings to prevent disruptions
29	AV/IT tech team should attend meetings to advise on proper mic technique														X	OK	This is a good procedural idea
	IT																

1	Access to Emails from Public		X				X			X					OK	Granicus system will allow/provide this
2	Use of Electronic Tablets to Interface with Granicus		X							X					OK	Granicus system will allow/provide this
3	Update Granicus Service to Include HD--this would provide equal viewing as within Boardroom (including Split Screen)				X	X	X			X					OK	Granicus system will allow/provide this
4	Provide Storage for Digital Archives On-Site				X										OK	Solid State video recorder hard drives can be locally archived when hard drives are full
5	Provide Directors with ipads to Minimize Paper Copying & Distribution Costs				X										No	This would be part of an IT function
6	2 Dedicated Video Only Security Cameras							X							No	Security cameras out of scope--will have open inputs on video switcher
7	Support for Media Editing in MS Office, Adobe Creative Suites, Skype, WebEx, ATT Connect											X			OK	The specified solid state recorder will allow you to edit video files in Adobe Premiere
8	COB should be able to communicate with techs at production desk												X		OK	This should be possible with a chat or instant messaging IT solution, since talking during a meeting would be disruptive

9	CEO would like a dedicated monitor for PC to view email												X		OK	Beau indicated that he would be OK with using an ipad for this
10	Chiefs should have PC's												X		OK	AV system will allow chiefs to switch between viewing their PC or the meeting production feed
11	CEO, COB and Meeting Minutes Clerk should be able to see the voting												X		OK	Currently there is provision for 2 instances of Live meeting Manager. However, CEO will have a preview only version to see the voting results
	AUDIO															
1	Audio Clarity	X	X		X	X	X	X	X	X		X	X		OK	Redesign of Sound Reinforcement in Boardroom to Satisfy this--system will allow incremental saving/recall of multiple audio presets for the 4 different meeting types
2	Wireless Mics for Committee Meetings up to quantity = 32		X			X	X		X	X		X			OK	Usage of Wireless Mics to Accommodate This
3	Increase Number of Open Mics (NOM) Beyond 4 in Committee Meetings									X					OK	Recommend setting the NOM value to 4, but can be reset by admin in the automixer settings in the audio DSP
4	Recording of Committee Meetings									X					OK	Redesign will allow for this
5	Wireless Mics for Meetings		X			X	X		X	X					OK	Additional wireless mics will be part of the new system design
6	Audio Conferencing		X							X					OK	Design will include integrated Audio Conferencing where phone calls can be initiated by a wireless touch panel

7	Centralize/Simplify Audio Recordings for all Meetings		X		X			X		X				OK	Marantz will be centrally Located in production station rack and activated from Admin Touch Panels or manually
8	Omnidirectional Mic on Lectern		X											No	Recommend using a microphone with cardioid pickup pattern as opposed to omnidirectional pattern
9	Microphones Should not Block Speakers Face				X									OK	Microphones should be long enough to allow for base to avoid the director's stationary/materials on dais while still allowing mic to be pulled into position. Recommend using the existing scenario- this does allow for mics to not block director's faces
10	Ability to Place Markers in Subcategories within Audio Files				X									No	Recommend using audio editing software -- Sony SoundForge, or Audacity
11	Editing Audio Files				X									OK	Recommend using audio editing software -- Sony SoundForge, or Audacity
12	Audience Mic in Back of room						X							No	This is a legal issue - it is not permitted to listen in on private meetings
13	Audio in Lobby to Receive Urgent Messages from EOC						X							No	This is a security issue that will be addressed as a separate project when VOIP is implemented
14	Provide Realtime Audio Feed to Back Desk Computer								X					OK	This can be fed from the rear wall plate to Minutes Clerk's Desk
15	Upgrade Microphones								X					OK	Recommend reterminating connections and getting new Beyer Dynamic 824 mini shotgun mics
16	More wireless mics									X		X		OK	The new design includes the addition of 32 wireless mics
17	Remove Large Audio Mixer									X				OK	Audio Mixer will not be required in the new Design--Adequate Control Will be possible from touch panels.

18	Provide 16 Gooseneck Style Mics at Each dais Seat											X			OK	This is part of the new design
19	Provide 6 Portable Gooseneck Style Mics at Table Facing Dais											X			OK	Additional wireless gooseneck mics will be part of the new design
20	Provide 6 ALS Receivers											X			OK	The current plan is to reuse the fully functional ALS system
21	Provide 6 Lavalier Mics (Wireless)											X			OK	The 32 new wireless mics do not include lavalier style--however, there are new wired lavalier mics for the dais included in the new design
22	Table in front of dais should include more than 4 mics												X		OK	This satisfied with the added 32 wireless gooseneck mics
23	Need wireless for MLT meetings												X		OK	Existing Shure wireless handheld mics should satisfy this need
24	Preference for lavalier mics on the dais													X	OK	This is an option for the directors in the new design
25	Preference for shorter or less obtrusive dais mics													X	OK	New design will include a mic with a smaller capsule and windscreen
26	Provide microphone to audience members instead of using lectern													X	OK	Existing Shure wireless handheld mics should satisfy this need--but could be problematic with an unruly audience
27	Is there a viable speech to text option for live captioning?													X	??	There is a live transcribing service which is realtime. Also, there are a number of software products which would need to be tested -- unlikely that these would work well in a group meeting due to the variability of people's voices and volume levels--in theory this is possible.

	VIDEO															
1	Split Screen Presentation		X		X	X	X		X	X	X	X		X	OK	This is part of the new design
2	Include Lectern Monitor		X												OK	We are looking to keep the pc/monitor in the lectern
3	Include Wall-Mounted Projector Above Rear Round Table		X							X					OK	Looking at Ultra Short Throw Projector --This Will Additionally Simplify "Clutter" on the Rear Table
4	Use of Electronic Tablets to Interface with Presentation		X												OK	At Lectern, a Plate with HDMI input and Displayport Adapter would Allow this
5	Video Conferencing		X		X	X				X		X	X		OK	This is part of the new design
6	Allow Skype Video Conferencing											X			OK	This is part of the new design
7	Provide a Minimum of 3 Cameras to Minimize Panning/Zooming and Wide Shot				X				X		X	X		X	OK	New design includes 6 cameras to handle all angles
8	Superimpose Directors Name Digitally on Screen for Each Speaker				X									X	OK	New design will include the Compix Cynerg2 with remote control software for electronically superimposing the director's name at the bottom of the image
9	Digital Backup Recording Capabilities (DVD or Other)				X						X	X			OK	New design includes a solid state video recorder for storage of files to hard drive --DVD can be burned if required from files
10	Low(er) Profile Dais Monitor				X									X	No	Current monitors are 15" -- there are no viable 16:9 (widescreen) monitors available of this size or smaller New design includes a 18.5" diagonal dais monitor which can be lowered to the dais surface-- which has acceptable sightlines
11	Webinar Projection				X										OK	This will be possible if software is present on PC

12	Provide Capability of Accepting Live Satellite Broadcast Feed				X										OK	We will provision an open input for the addition of Satellite Feed
13	Provide a Camera at Each Mic for Better Viewing & Transitions					X	X			X					No	We are recommending against doing this--these are not considered professional grade AV components. Camera views will be sufficient with the currently proposed 6 camera scheme.
14	All Conference Rooms to have AV Feed								X						OK	Currently we have plans to send feeds to A168, A173, A143, rear chambers conference room, chambers lobby, main lobby, A131, and 2 plates in the boardroom itself (for press feeds), and 2 plates in the prefunction lobby (for press feeds) And B108.
15	Screen Signage in Lobby to Receive Urgent Messages from EOC								X						OK	The plan for EVAC will be addressed through a VOIP solution in a future project--However, for future connecting to the AV system, we will provision for inputs on video and audio switchers for supplementing this
16	Provide Visual Display of Voting Results									X					OK	This will be possible with the Granicus system upgrade and by using COB PC as input to the system
17	Allow COB PC to be an AV Source into the System for "Motion Language"									X					OK	COB Computer Shall be Source Selectable From Touch panel
18	Add Flat Screen to COB Chamber Area for Monitoring Meeting and Agenda Item									X					OK	This is part of the new design
19	High Resolution Projection											X			OK	New design will call for 1920x1080 resolution on East and West Boardroom projectors
20	Provision for 2 Front and 1 Rear Projectors/Screens											X			OK	This is part of the new design

21	Allow Separate Use of Rear Room Projection w/o Main System											X			OK	Rear Projector to be used as output from Boardroom Source Material or as "Separate" System, this will require dedicated input plate and wireless touch panel
22	Allow Projection of DVD, Blu-ray, HDMI, VGA, DisplayPort Signal Types											X			OK	This is part of the new design
23	Lectern Presenter Should have Highlight, laserpoint, Annotation Control											X	X		OK	Recommend using simple freeware annotation software as this will be part of the image that is recorded/streamed
24	Cameras to Record Committee Meetings											X			OK	This is possible in the new design. These Will Likely Require a Technical Assistant for Camera Control as Seat Positions Will Vary
25	Possibly hang dais monitors/displays from the ceiling to improve director sightlines													X	No	This would prevent private computerized voting
26	Provide AV inputs to sytem from Chiefs													X	OK	This is part of the new design
	CONTROL															
1	Simple Touch Screen Voting	X			X										No	Granicus voting system will consist of pc's at director's seat--actual voting will be initiated with mouse/pointer control
2	Private Voting w/ Login Authentication	X										X			OK	This will need to be a function of the voting software--however, roll call can be taken through the AMX control system software
3	AV Tech to Control Camera Shots				X										OK	AV tech will have control of this from a dedicated touch panel

4	RTS and Roll Call from Directors Touch Panel				X							X			OK	This is part of the new design
5	Lighting/Drape Control					X						X			OK	Drapes and shades will be controlled, new AMX control system will provision for control of a future controllable lighting system
6	Update Touch Panels--Sometimes Non-Resonsive								X						OK	New touch panels will be specified all around
7	Provide Second Touch Panel to Allow Simultaneous Audio and Video Control at Tech Station								X			X			OK	A large 20" touch panel will allow displaying audio and video pages simultaneously and with multitouch controllability
8	Provide Source Preview/Queueing prior to Program Selection at Tech Station								X			X			OK	This is part of the new design
9	Provide Director Voting capabilities									X		X			OK	This is part of the new design
10	Provide Control of Speaker Timer from COB Touch Panel									X					OK	This is part of the new design
11	Simple buttons with Clear Feedback											X			OK	This is part of the new design
12	Simplify Editing of Board Director Name											X			OK	This is part of the new design

13	Enable Remote Control Monitoring & Management								X		X	X			OK	This is Possible with AMX Control from a Remote Browser that replicates the Touch panels-- However, Video will need to be fed to the remote Location to Effectively "Run" the Meeting
14	Interchangeability of Dais Members											X			OK	Director Touch Panels Will be identical Except the "Chair", who will have RTS Admin Control. However, general interchangeability will conflict with the character generator's superposition of director's names, which will be keyed to the camera preset #. Of course, this can be edited in the character generator, but will require some preparation prior to a seat reassignment
15	Chair AND AV Staff to have RTS Control											X			OK	This is part of the new design
16	RTS to allow Chair, Lectern, and Approved Mics to be All On											X			OK	This is part of the new design
17	Successive Approved RTS Speaker Mutually Exclusive--ie Previous Mic Turns Off--except Lectern & Chair											X			OK	This is part of the new design
18	Incorporate Director Touch Panel w/ Video Monitor or Presentation Material and Voting PC											X			No	We have ruled this out as a viable design feature in favor of including dedicated monitor and touch panel
19	Sectional Power OFF:Audio,Video, Projection											X			OK	This is part of the new design

20	Automatic System Shutdown											X			OK	This is part of the new design
21	Secure, Authenticated Operation by Technician											X			OK	This is part of the new design
22	System to Create Log Files for Troubleshooting											X			OK	This is part of the new design
	A-107 PREFUNCTION															
	GENERAL															
1	Redesign Layout		X		X	X	X	X	X	X					OK	The new design will include a touch panel, 2 flat panels, projector/screen, for control of audio and video in prefunction lobby
	AUDIO															
1	Redesign Audio		X		X	X	X		X	X					OK	The new design will include a touch panel for routing/control of audio in prefunction lobby
	VIDEO															
1	Monitors Showing Current Agenda Items	X								X	X				OK	This Possible Through Granicus Services
2	Include Flat Panels		X		X	X	X		X	X					OK	This is part of the new design
3	Provide Visual Display of Voting Results									X					OK	This Possible Through Granicus Services
4	Provide Permanent Projection Screen & Projector										X				OK	We are looking to add (2) 60" flat panel displays and (1) ceiling-mounted projector with a drop down screen
5	Provide Portable Projection Screen										X				No	A permanent projector/screen combination would prevent the need for this
	CONTROL															

[illegible]

