

Document Readiness Checklist

Baseline 002 | Pre-Award AV Plan Review

Review clock rule: Fixed-fee review begins only after Cognitive AV and the client agree on the project boundary and the document package to be reviewed. The review clock starts when the agreed corpus has been received and frozen.

1. Project boundary

Readiness item	What Cognitive AV needs	Client status
Decision gate	The specific decision being prepared: approve design, issue bid package, select integrator, release procurement, authorize construction, approve change/substitution, or accept work.	Ready / Gap / N/A
Physical scope	Named buildings, sites, room types, specialty spaces, and approximate room count included in the review.	Ready / Gap / N/A
Project stage	Current phase and the next financial or execution commitment gate.	Ready / Gap / N/A
Review exclusions	Known areas outside the review, including field verification, code review, enterprise security assessment, programming, or other separately governed scopes.	Ready / Gap / N/A
Primary concern	The material risk, uncertainty, or decision question leadership wants independently pressure-tested.	Ready / Gap / N/A

2. Core project record

Document category	Typical evidence	Required status
Owner requirements	OPR, user requirements, room intent, business requirements, experience standards, or approved program.	Current revision identified
AV drawings	Plans, elevations, reflected ceiling plans, signal flow, risers, details, rack drawings, or device layouts.	Current review set identified
Room schedule	Room types, standards, quantities, features, exceptions, and deployment counts.	Current and reconcilable
AV specifications	Performance, product, installation, programming, commissioning, closeout, and acceptance requirements.	Current revision identified
BOM / equipment schedule	Manufacturer, model, quantity, alternates, substitutions, options, licenses, accessories, and spares.	Coordinated to drawing set
Proposal / SOW	Integrator proposal, scope, inclusions, exclusions, assumptions, alternates, labor, services, and commercial clarifications.	Current issue identified
Responsibility matrix	Owner, AV consultant, integrator, IT, Facilities, GC, electrical, network, security, furniture, and other interfaces.	Owners and gates assigned

Integration, Acceptance, and Corpus Freeze

3. Integration and operational evidence

Document category	Typical evidence	Required status
Network / enterprise requirements	AV VLAN, QoS, multicast, PoE, addressing, certificates, identity, firewall/service dependencies, UC tenant requirements, monitoring, and owner assignments.	Dependencies identified and assigned
Infrastructure requirements	Power, pathways, mounting, ceiling, structure, thermal, lighting, acoustics, furniture, conduit, grounding, and rack/environment constraints.	Interfaces identified
Control / user-experience narrative	Required workflows, room states, divisible-room behavior, source selection, accessibility, help/fallback behavior, and failure recovery.	Testable intent documented
Commissioning plan	Configuration, DSP tuning, verification, test ownership, test instruments, issue management, witness requirements, and retest process.	Roles and evidence defined
Acceptance criteria	Functional tests, performance thresholds, room states, UC behavior, network readiness, documentation, training, and closeout conditions.	Objective and testable
Operational support plan	Monitoring, alert ownership, service escalation, warranty, spares, knowledge transfer, documentation, and support handoff.	Operational owner identified
Standards and exceptions	Applicable owner standards, approved deviations, legacy constraints, and exception approvals.	Exceptions visible

4. Corpus freeze confirmation

Client confirms

- The project boundary is accurate.
- The listed documents are the intended review corpus.
- Revision identifiers and dates are visible.
- Known missing items are disclosed.
- Access permissions are approved.

Cognitive AV confirms

- The boundary can be responsibly reviewed.
- The evidence is sufficient to begin.
- Known exclusions are documented.
- The corpus is frozen for fixed-fee review.
- The review-start date is recorded.

5. If the package is not ready

If the initial package cannot be responsibly bounded, Cognitive AV may request missing evidence, narrow the review boundary, defer the start date, or recommend a separately scoped paid scoping step. Cognitive AV will not silently expand the fixed-fee review.

This checklist defines document readiness for the agreed technical advisory review. It does not certify completeness for construction, code compliance, cybersecurity, procurement, or project delivery.