|  |  |
| --- | --- |
| |  | | --- | |  |   **Request For Dispensation**  **Audio Visual**  Date: XX/XX/20XX |

# General Information

|  |  |
| --- | --- |
| Project Name |  |
| Project Reference (AV) | AVXXX |
| Project Reference (Property Services) | PRXXXXX |
| Room Owner | CMTS / CoB / SEH / DSC / Resources |
| Primary Stakeholder/Owner/Requestor | Name, Position |
| Project Description | Include brief description/scope of work |
| Works Location(s) | BBB.LL.RRR |
| System Type | Digital Signage / Meeting Room / Teaching Space / Custom (provide description below) |
| Description of custom space |

# Dispensation Request

|  |  |  |
| --- | --- | --- |
| **No.** | **Criteria** | **Response** |
| 1 | Why can’t existing designs within the AV standards be used? *Please attach design schematics to the request* |  |
| 2 | Although the RMIT approved design is not followed, is the hardware within the new design listed on the RMIT AV Standard Equipment List (AV-SCH-04)? |  |
| 3 | Is the hardware by one of the existing manufacturer suppliers (AV-SCH-04)? |  |
| 4 | What is the impact of not providing the requested functionality |  |
| 5 | What is the impact on maintenance/support |  |
| 6 | What is the impact on operational management |  |
| 7 | What is the impact on lifecycle |  |
| 8 | What is the impact on the project timeline/program |  |
| 9 | What are the control measures put in place to reduce operational risk to RMIT |  |
| 10 | Any other implications |  |

# Benefits

Identify and document the benefits of implementing audio visual technology/design that is a departure from the approved RMIT Audio Visual Standards. The benefits should be:

* Measureable (to ensure that they can be verified at the end of the project)
* Financial and/or non-financial

Benefits should be signed off by the benefit owner/requestor who will be accountable for the realisation of the benefit.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ID#** | **Category** | **Benefit Description** | **Measure of Success & Expected Timeframe** | **Owner/Requestor (including position)** |
|  | Revenue growth  or  Risk reduction  or  Service improvement |  |  |  |
|  |  |  |  |  |

# Risk Assessment

The table below outlines the major risks associated with non-standard deployments. Each risk has been assessed for its risk profile against items listed under section 2

|  |  |  |
| --- | --- | --- |
| **No.** | **Risk** | **Risk Profile** |
| 1 | Damage to RMIT University’s reputation | **LOW / MEDIUM / HIGH** |
| 2 | Poor student/staff experience | **LOW / MEDIUM / HIGH** |
| 3 | ITS Major Incident | **LOW / MEDIUM / HIGH** |

# Acceptance of Dispensation

|  |  |
| --- | --- |
| Luke Hogan  (Manager, AV Support)  Date distributed to: xx/xx/20xx | Sited & Endorsed (check box) |
| Date sited & endorsed: xx/xx/20xx |
|  |  |
| Penny Karvelis  (AV Governance)  Date distributed to: xx/xx/20xx | Sited & Endorsed (check box) |
| Date sited & endorsed: xx/xx/20xx |
|  |  |
| Property Services, Space Planning  (If CMTS)  Date distributed to: xx/xx/20xx | Sited & Endorsed (check box) |
| Date sited & endorsed: xx/xx/20xx |
|  |  |
| Tim Sullivan  (Senior Manager – Platform Operations)  Date distributed to: xx/xx/20xx | Accept / Reject (if rejected, provided basis of rejection) |
| Date sited & endorsed: xx/xx/20xx |