



Request For Dispensation

Audio Visual

Date: XX/XX/20XX

1 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

2 Dispensation Request

No.	Criteria	Response
1	Why can't existing designs within the AV standards be used?	
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	

3 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 Risk reduction Service improvement			

4 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

5 Acceptance of Dispensation

Mark Henson (Manager, AV Support) Date distributed to: xx/xx/20xx	<input type="checkbox"/> Sited & Endorsed (check box)
	Date sited & endorsed: xx/xx/20xx
Nikesh Kapadia (AV Delivery Manager) Date distributed to: xx/xx/20xx	<input type="checkbox"/> Sited & Endorsed (check box)
	Date sited & endorsed: xx/xx/20xx
Tim Sullivan (LTR Operations Manager) Date distributed to: xx/xx/20xx	<input type="checkbox"/> Sited & Endorsed (check box)
	Date sited & endorsed: xx/xx/20xx
Property Services, Space Planning (If CMTS) Date distributed to: xx/xx/20xx	<input type="checkbox"/> Sited & Endorsed (check box)
	Date sited & endorsed: xx/xx/20xx
Michelle Rennie (Director, LTR) Date distributed to: xx/xx/20xx	Accept / Reject (if rejected, provided basis of rejection)
	Date sited & endorsed: xx/xx/20xx