

FY08 Plan for **Video Conference Project**

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Relevant Strategic Plans - [Video](#) Conference (CUSTOMER SERVICES)

Video Conference Goal–

- Facilitate reliable user-friendly communication with Fermilab's global collaborators.

Video Conference

Objectives for FY08

1. Contracted services for user documentation; database developments; conference room cabling, equipment diagrams and documentation.
2. Contracted services for upgrade to FCC1 conference room to utilize H239 technology.
3. Investigate and implement monitoring of conference room systems and provide metrics and statistics.
4. Investigate High Definition codecs and a/v; SIP codecs and 3G technology.
5. Investigate and test desktop video conference technology to include multiple platform, web conferencing including client/server applications.

Video Conference/Operations/ Contracted services

- Activity type: Ongoing
- Timescale: Start: October, '07; Complete: August, '08
- Milestones: -----
- Metrics: -----

Video Conference/Operations/Contracted installation services

- Activity type: Ongoing
- Timescale: Start: October, '07; Complete: September, '08
- Milestones: Installation – 90 days after arrival of parts
- Metrics: Installation completed 4-5 days

Video Conference/Operations/Monitoring and Metrics

- Activity type: Ongoing
- Timescale: Start: October, '07
- Milestones: Automation complete January, '08
- Metrics: -----

Video Conference/Desktops and personal video conference technology

- Activity type: Ongoing
- Timescale: Continuous
- Milestones: -----
- Metrics: -----

Priorities: The investigation and implementation of monitoring and metrics is the highest priority. It is important that we determine video conference device utilization for not only budget and planning purposes but for technology investigations. The next highest priority is the ongoing improvements to user documentation to support user-driven conference rooms and personal video conference devices.

Staffing: In FY08, we will utilize outside subcontracted services at a level of .5FTE for user documentation and database developments. Room appointments and room upgrades are subcontracted to an outside service. There is a need for an additional .5FTE to provide technology back-up support for video conference operations and investigations.

Change control:

Changes or delays in deployment of activities should have minimal impact, and only need approval of the Core Networking and Computer Security Head.

Risk Assessment:

- 1) Loss of funding for contracted services for user and room documentation, database design could result in inadequate documentation.
- 2) The FCC1 conference room, constructed and installed by Division employees, was set up to be a test bed for emerging technologies and a/v equipment. The FCC1 video conference codec falls within a product line that the manufacturer will not support past 2010. If contracted services for upgrades to the FCC1 conference room were not available the result could be delays in the upgrades due to lack of Division personnel resources and technology differences between Division video conference rooms.
- 3) Without automated monitoring and metrics we lack precise utilization statistics and information about on site video conference devices.
- 4) Technology investigations are important to help facilitate communications between globally disperse laboratories and experimental communities.