NSP | Nonprofit Support Program
HARTFORD FOUNDATION FOR PUBLIC GIVING

Project Plan for: Video conferencing/remote meetings

Project description

This project is to assess your current solution for video conferencing/remote meetings and then to evaluate, purchase, and install a new solution, including required software, hardware, and training.

This project covers upgrading existing, single-user workstations with needed hardware for video conferencing, and – if needed – the creation of a multi-user video conferencing room.

Why take this on / what impact to expect:

If you complete this project, you can expect some or all of the following benefits to your staff and organization:

- Improved ability to conduct virtual meetings with staff and other stakeholders
- Greater engagement between remote and in-person staff during 'hybrid' meetings
- Ability to lead training and deliver programs more easily with those outside the organization

Estimated project timeframe: 1 - 6 weeks

Project deliverables

At the end of this project, you will have:

- New software solution to support video conferencing/remote meetings
- Hardware and peripherals or accessories needed to use the solution
- Training to use the solution (Note: Training *may* consist of low-cost or no-cost online video training from software and/or hardware suppliers)

Project milestones & who leads:

The major steps involved in executing this project and who leads them are below. Keep in mind there may be more sub-tasks than what's noted here, but these are the major steps:

Milestone	Who leads?
1. **Assess your current state and your goals for this project** a. **Do you already have a video conferencing solution? If so, assess how well it meets your needs and what could be improved. If not, determine what you need in a new solution.** b. **Do you need individual video conferencing tools for staff working in the office and for staff working remotely? Do you require additional hardware/devices to enable?** c. **Do you need a multi-user conference room with video conferencing capabilities to use during team meetings? Do you need additional hardware or software for this?**	Your org
2. **Create requirements/define your needs** a. **Based on your assessment, create a list of "must-haves" & "nice-to-haves" of what you need in a solution. i.e., What must the solution do? For how many users? When they are working from where? Using what kinds of devices?** b. **If you plan to create/outfit a meeting room with video conferencing capabilities, what size is the room? How many will be meeting in it at once?** c. **What resources do you have to help you implement the solution, including time, budget, staff, and expertise?**	Your org
3. **Explore options** a. **Using the requirements above, evaluate potential solutions and vendors that offer what you need – use the list below as a starting place** b. **If possible, demo/trial different solutions to understand how they work** c. **Consider what training/documentation/support is available for installation & training**	Your org

4. **Choose a solution, install it, and train users** **a. Purchase solution & required hardware/accessories (cameras, microphones, screens, etc.)** **b. Ensure all elements of the solution you need are installed and tested** **c. Set up a training plan for staff to ensure they can successfully use the tools** **d. Consider your approach to ongoing support on the solution**	Your org and/or solution vendor

Estimated project budget:

If you follow the approach outlined in this project plan template, we estimate the project budget to be as shown below. Please keep in mind this is only an estimate and final cost will vary based on your choice of solutions/vendors, hardware, etc.

Description	Cost per unit	# of units	Est. budget
Video conferencing software & hardware for individual staff computers	$300		
Video conferencing software & hardware for a multi-user conference room ***(includes $1,100 for hardware, $200 software, $500 labor)***	$1,800		
TOTAL			

Potential solution providers/vendors for this project:

While the Nonprofit Support Program does not endorse the vendors/providers below, our work in the community indicates that many of your peers have used the vendors below for similar projects. It's essential that you do research and fully evaluate solutions and vendors against your specific project requirements to ensure a good fit. We've recommended additional resources to help with that under "Learn more before you decide."

Software options:

- Microsoft Teams – Part of the Microsoft 365 family of products (formerly known as Office 365)
- Zoom Plans & Pricing
- Google Meet

Hardware options:

- For a single user*: Razer Kiyo Streaming Web Cam High Performance (on Amazon)
- For a single user*: Logitech Streaming High Performance Web Cam (on Amazon)

  **Assumes they don't have a built-in / integrated web cam already available on their laptop/PC*

- For conference room: Owl Pro conference room hardware on B&H Photo (60-second YouTube Demo Video)
- For conference room: Logitech Group Video Conferencing Bundle for Conference rooms (on Amazon)

- Large screen for conference room: Insignia 55" wall-mountable video display monitor (Best Buy)

Consider utilizing a Catchafire volunteer to help with select elements of your project implementation. More information about available Catchafire technology projects can be found here.

Learn more before you decide:

To learn more about how to evaluate these solutions/vendors before you continue, consider the following resources:

- **Understanding the video conference tools available to your nonprofit:** blog.techsoup.org/posts/understanding-the-videoconferencing-tools-available-to-your-nonprofit
- **5 free web conferencing tools for your small business**: trustradius.com/buyer-blog/5-free-web-conferencing-tools-for-your-small-business
- **PC Mag's best video conferencing software**: pcmag.com/picks/the-best-video-conferencing-software

Related considerations:

While you're working on this project, it is a good time to also consider the following:

- **Video conferencing requires robust internet bandwidth**. This may be a good time to assess your current internet connectivity to ensure speeds are sufficient for smooth video conferencing.

    - Get a sense of how much bandwidth you might need: highspeedinternet.com/resources/how-much-internet-speed-to-work-from-home#video
    - Test your current internet speeds at various times during the day: speedtest.net, fast.com, speedof.me
- **Establish norms and policies for hybrid work**. For example, what's expected of employees in terms of days in office vs. working from home? What's expected in terms of video participation in certain calls/meetings? Find a sample telework policy and other resources for managing remote/hybrid teams.