22MILES
DIGITAL SIGNAGE & WAYFINDING

Replacing Existing Digital Signage Systems Checklist

1. Evaluate Current System Performance

- ◯ *Strengths:* Identify what aspects of the current system are working well.
- ◯ *Weaknesses:* Assess areas where the system falls short or has limitations.
- ◯ *User Feedback:* Gather feedback from users to understand their experiences and pain points.

2. Define Needs and Objectives

- ◯ *Identify Requirements:* Determine the specific features and functionalities needed for your digital signage.
- ◯ *Business Objectives:* Align the replacement with your overall business goals and objectives.
- ◯ *Future Growth:* Consider scalability to accommodate future expansions or changes in requirements.

3. Consider Integration and Migration

- ◯ *Seamless Integration:* Look for solutions that offer seamless integration with your current setup.
- ◯ *Migration Path:* Assess the ease of migrating existing content and settings to the new system.
- ◯ *Minimize Disruption:* Aim to minimize disruptions to operations during the transition period.

4. Evaluate Vendor Options

- ◯ *Vendor Reputation:* Research and select reputable vendors with a track record of successful implementations.
- ◯ *Tech Support:* Ensure the vendor offers comprehensive support during and after the transition.
- ◯ *Scalability:* Choose a vendor that can support your future growth and evolving needs.

5. Cost Analysis

- ◯ *Total Cost of Ownership:* Consider both upfront costs and ongoing expenses.
- ◯ *ROI Analysis:* Evaluate the potential return on investment for improved efficiency, guest experience, and revenue generation.
- ◯ *Budget Alignment:* Ensure the replacement system aligns with your budget constraints.

6. Pilot Testing

- ◯ *Trial Period:* Request a trial or pilot testing to assess the performance of the new system in a real-world environment.
- ◯ *User Feedback:* Gather feedback from users during the pilot phase to identify any issues or areas for improvement.
- ◯ *Performance Evaluation:* Evaluate the performance and effectiveness of the new system against predefined criteria.

7. Training and Onboarding

- ◯ *User Training:* Provide comprehensive training for staff to familiarize them with the new system.
- ◯ *Onboarding Support:* Ensure the vendor offers support and resources to facilitate a smooth transition.
- ◯ *Documentation:* Provide access to user manuals and documentation for reference.

8. Implementation Plan

- ◯ *Timeline:* Develop a detailed timeline for the replacement process, including milestones and deadlines.
- ◯ *Resource Allocation:* Allocate necessary resources, including personnel and budget, for the implementation.
- ◯ *Contingency Planning:* Identify potential risks and develop contingency plans to mitigate them.

9. Continuous Improvement

- ◯ *Feedback Mechanism:* Establish a feedback mechanism to collect ongoing input from users.
- ◯ *Monitoring and Optimization:* Regularly monitor the performance of the new system and make adjustments as needed.
- ◯ *Stay Informed:* Stay informed about emerging trends and advancements in digital signage technology for future upgrades.
- ◯ *Maintenance Schedule:* Develop a regular maintenance schedule to ensure all components function optimally.