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IP Video Surveillance System - Process

The following steps are followed at Spytek Security Solutions (STS) in planning, designing, installation, training and maintenance of the Digital Integrated IP Video Surveillance Systems.

STEP 1: KICK-OFF MEETING

Description: This is the STEP as well where the client is made aware at a higher level of the different technologies available for IPVSS and their superiority over the traditional analog systems. This STEP of the process is also utilized for meeting with the client to discuss the goals of the IPVSS and how they plan to utilize the system.

What are the high level goals of the client?

- Security & Risk Management: Securing the internal and external portions of the facility.
- Remote Management: Make use of the system for effective remote management and reduce manpower requirements as well as travel.
- Manage Employees: Utilize the capabilities of the system to manage employee productivity.
- Business Protection: Use as an evidence gathering tools for false litigation claims.
- Operations: length of the line at the reception desk; inventory levels in stock room
- Marketing: Use the system as a business intelligence tool to determine size of the crowd in the bar during happy hour.
- Safety: Vehicles blocking fire lanes
- Manpower Utilization: Reassign someone to a more challenging role when that individual is charged with supervising an activity that could be monitored remotely with a camera

Participants: Client Stake Holders & Spytek Security Solutions Sales Team.

Typical Duration: 60 to 90 minutes.

Deliverables: Completed Goals Questionnaire.

STEP 2: PRELIMINARY PROPERTY SURVEY – REQUIREMENT GATHERING.

Description: This STEP follows a successful kick-off meeting where the high level goals have been identified for the system. In this STEP the designated client representative along with design team expert from STS will survey the property and make a wish list of areas that need to be covered by the IPVSS. In this STEP every area along with the requirements for that area will be documented. Typical questions addressed during this STEP of the process would be what areas would need to be covered, what are the lighting conditions in that area, what are the recording



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requirements in terms of facial recognition, license plate recognition and a relative priority will be assigned to the monitored area.

Participants: Designated client representative with knowledge of facility and goals decided in the previous STEP & Design Team representative.

Typical Duration: Varies depending on the facility size but usually lasts about 30 -90 minutes.

Documents: Inventory list, facility layout (Detailed maps).

No	Area	Size LxWxH	Lighting Conditions	Risk/ Benefits	Inform ation	Monito ring	Recording	Alerts	Access	Storage

1. No – Number each of the areas
2. Area – Give a descriptive name to the area like Hotel Lobby, restaurant dining area, front desk etc.
3. Size – Size of the area to be monitored.
4. Lighting Conditions – Daylight, night time lighting conditions (Do we need night vision cameras)
5. Risk/Benefits - How important is this risk or benefit? On a scale of ONE to FIVE where FIVE means that it is 'among the most important' and ONE, among the 'least important'. (Assign a relative value).
6. Information - Provide the type of information that should be gathered (example – license plates of vehicles entering parking lot, ID face of person who started bar brawl).
7. Monitoring – Does the camera need to be monitored live or will it be access occasionally or when an incident of interest happens.
8. Recording – Do we need to always record from this camera or record only when an event happens.
9. Alerts – Does the camera need to send any alerts to anyone when an event of interest happens.
10. Access – Where should the camera be accessible from? PC, NVR, Smart Phone etc
11. Storage – How long should the images from the camera be stored for?

STEP 3: DESIGN TEAM MEETING.

Description: At this STEP the high level goals of the project have been defined and the inventory of requirements has been gathered, this will be input for the design team to find a solution that will meet the requirements with the constraints of meeting the requirements within the budget and time allotted.



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Typical iterations/options would include analog solutions followed by centralized solution options and finally de-centralized solutions. The design team will compare the cost-benefit analysis at a preliminary level and forward the information to the estimation team for final estimate of the job.

Participants: Design team

Typical Duration: 1-2 days

Deliverable: Design document with equipment details and wiring information.

STEP 4: FINAL PROPERTY SURVEY (WITH SUB-CONTRACTORS)

Description: With the completed design in hand the estimator would gather the required sub-contractors and give them the details of their portion of the job and answer any questions they might have regarding the job.

Participants: Estimator & potential sub-contractors

Typical Duration: Few hours

Deliverable: Bids from sub-contractors and final estimates.

STEP 5: DESIGN & PROPOSAL PREPARATION.

Description: This STEP will be to present the options to the stake holders with detailed explanation how the requirements will be met and a high level demonstration of the proof of concept. The goal of this meeting will be find any holes in the design and answer any questions that the stake holders might have in regards to the design of the system and functionality.

Participants: Client stake holders & design & sales team.

Typical Duration: 1-2 hours

Deliverable: Design and high-level demonstration of the proposed solution.

STEP 6: FINAL DESIGN & PROPOSAL DECISIONS

Description: In this STEP the final decisions have been made and the design agreed upon by the stake holders and design team. The stake holders would give their approval for the project and the timeline associated with the project.

Participants: Client stake holders, design & sales team.

Typical Duration: 1-2 hours

Deliverables: Final design approval.



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STEP 7: PROJECT PLANNING

Description: At this STEP a detailed project plan is worked out taking into account the sub-contractors availability and purchase orders are placed for the required equipments.

Participants: Operation team & stake holder representative.

Typical Duration: 1- 2 days.

Deliverables: Initial project plan with estimated dates and personnel requirements.

STEP 8: PROJECT IMPLEMENTATION

Description: This is the actual installation process of the equipment and unit testing to make sure all the individual components of the system are working okay. This is followed by system testing to ensure the system works as a whole. The final STEP of the project is acceptance testing by the stake holder representative to ensure that the system performs according to expectations. Tweaks if any that are needed are done here and the final project is delivered.

Participants: Operations team and stake holders representative.

Typical Duration: Varies according to project size and other constraints.

Deliverables: Completed system that has been tested.

STEP 9: FINAL TRAINING & MAINTENANCE ACTIVITIES

Description: This STEP is the final STEP before the project is turned over to the maintenance department for regular maintenance and to the training department for training the personnel who will be using the system.

Participants: On site personnel from the client site as well as staff that will be using the system along with training staff from Spytek Security Solutions.

Typical Duration: 1- 2 days

Deliverables: Trained personnel and maintenance plan.