

TWO-WAY RADIO

PRE-DEPLOYMENT CHECKLIST

Identify project deadline

Identify the critical date that must be met for a deployment, for instance, the start of the school year. Your radio dealer should be able to give you timelines on all these tasks below, and if any of these tasks can be done in parallel.

Identify internal team leads and contacts

Identify who will need to be aware of this project? Who are the stakeholders, or key internal individuals at your organization, including department heads, IT, and facilities staff.

Secure space to put equipment

Work with facilities, IT, etc. Have it well documented so other stakeholders or the next person in charge know where it is.

Site acquisition, if necessary

For some larger deployments you may need to utilize tower sites or other buildings to help you house your transmitting equipment. In this case, lease agreements will need to be negotiated well in advance.

Schedule site walk

Not only does a site walk allow a radio dealer to provide a firm price for installation, it helps them be better prepared with the appropriate parts, tools, and manpower to get the job done smoothly come install day. If you are obtaining multiple quotes, allow for each company to come out and do a site visit.

Obtain proposals

Of course we would like you to do business with Day Wireless. But do your due diligence!

Obtain approval

Tie in what you are trying to accomplish, what is this going to do for your organization? Many times, you will need to do some "internal selling" in order to get their project approved. Your dealer can help with providing talking points and value statements to help you.

Order Equipment

Especially with current supply chain issues, getting equipment on order early is vital to deploying your project on time.

Start FCC license

Obtaining an FCC license (which is required) can take as little as a few weeks, but in some cases up to 6 months. In cases where you are dealing with more complex systems, starting your FCC license before the ordering of equipment may be beneficial to completing your project on time

Discuss programming wants/needs

Schedule some time with your radio provider's technical staff to build out your radio programming template, sometimes referred to as a channel plan. There are so many features, options, and buttons that decisions can become overwhelming. It is often helpful to hear how other businesses in your industry have programmed their equipment and use that as a starting point.

Equipment migration/cutover plan (if applicable)

Your radio provider can work with you on a detailed cutover/migration plan if you are migrating platforms. If you are simply rolling out a new radio system they can provide a plan for that as well.

Staging & testing signoff

It is critically important to test and stage equipment in the radio provider's location prior to deployment, especially for complex systems or ones with a high quantity of radios. That way they are able to test the equipment in a controlled environment. Also you will want to have your designated team leads come by and test and approve the radio's operation BEFORE hundreds of radios get programmed and handed out to end users. It really becomes a distraction to your operation when you have to continually pull radios from the field to get reprogrammed.

Resources

[Two-way Radio Pre-Deployment Best Practices](#)

[Two-way Radio Best Practices: Training](#)

[Radio Protocol and Etiquette Sheet](#)

[Two-way Radio Post-Deployment: Key Takeaways](#)