

# UniFi project readiness checklist

Prepare for a Wi-Fi and switching project — schools, offices, and multi-site teams



Use this before a network refresh or new site fit-out. Tick what you already know — gaps become a clearer discovery conversation.

## 1. Sites and spaces

- We know which buildings, floors, and outdoor areas need coverage.
- We can list known dead zones or complaint areas.
- Floor plans or approximate room counts are available.
- We know peak occupancy (class periods, open plan, warehouse shifts).

## 2. Devices and use

- We know roughly how many devices connect at peak (students, staff, guests).
- Critical apps are listed (classroom tools, video calls, POS, cloud line-of-business).
- School-owned vs BYOD / guest needs are defined.
- Any IoT, cameras, phones, or printers that need wired or special SSIDs are noted.

## 3. Existing infrastructure

- We know who provides internet and what the current firewall or router is.
- Switching and cabling age/condition is roughly understood.
- Power and mounting constraints for access points are known.
- Any vendor or managed service contracts that must be respected are listed.

## 4. Security and policy

- Guest access requirements are clear (open, voucher, or staff-sponsored).
- Segmentation needs (staff / students / guests / management) are sketched.
- Who may administer the network after handover is named.
- Backup admin access and password ownership are agreed in principle.

## 5. Project practicalities

- Preferred install windows (after hours, school holidays, weekends) are known.
- Budget range or board/owner decision process is understood.
- A single project contact from your organisation is assigned.
- Success looks like: fewer tickets, better coverage, clearer management — written in your words.

## Next step

Bring this checklist to a short discovery call. We design, install, and hand over UniFi networks for Australian schools and growing businesses — quote-based after we understand the site.

[Book a discovery call → newgaugedigital.com.au/pages/contact](https://newgaugedigital.com.au/pages/contact)