1. **FIRST CLIENT MEETING**
   - Coordinator provides overview of program
   - Discuss hardware options and content management
   - Client submits FAMIS request for site visit with Facilities Management

2. **SITE VISIT WITH FACILITIES MANAGEMENT**
   - Signage install location and specifications defined and approved
   - Facilities Management provides install estimate to client
   - Coordinator provides hardware estimate to client

3. **HARDWARE PURCHASING**
   - Once estimates are approved by client, Facilities Management will order hardware and store until all components are delivered

4. **HARDWARE ARRIVES**
   - Facilities Management informs client, Systems and Coordinator to arrange install procedures

5. **HARDWARE/SOFTWARE INSTALL**
   - CoolSign software install arranged by Computer Help Desk or Desktop Support Services
   - Facilities Management handles all hardware install procedures
     - Organizes facilities
     - Coordinate with building personnel
     - Install to defined specifications

6. **CONTENT MANAGEMENT TRAINING WITH COORDINATOR**