



Singapore Healthcare  
Management **2018**

# Streamline Mediasite Lecture Recording In Academia

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## Introduction

The project aims to reduce the manpower needed to support multiple Mediasite Lecture recordings in Academia.

### Background Information

- Mediasite is a portable recording system that allow us to perform lecture recordings anywhere, anytime.
- 1 Manpower is required per recording session
- On average, each recording session is about 2hours (1 hour recording, 30mins setup and 30mins teardown)
- In 2017, there were a total of 856 recordings.

## Methodology

Academy AV Team came together to discuss ways to improve the recording process by leveraging on the existing AV infrastructure in Academia.

The Team's approach is as follows:

**Analyse** - Review and analyse the AV Infrastructure, configurations and operations to identify the shortcomings. Establish the critical needs to derive a workable solution.

**Design and Development** – Identify a solution and develop the implementation plan to reduce the manpower required.

**Implementation** – Deploy the plan for a month and make improvement as required. Ensure the user's requirements are met and recording quality are not compromised.

**Evaluation** – Gather feedback from the AV specialists and requesters to assess the feasibility and supportability of the plan.

## Result

Making use of the fixed camera system and in-built inter-connectivity of the facilities in Academia, we achieved the following benefits:

- Reducing of manpower from 3 to 1 to perform 3 concurrent lecture recordings.
- Eliminating setting-up and dismantling of mediasite recorder and tripod camera in the seminar room.
- Freeing valuable space for other education activities in the room
- Attendee's view will not be obstructed by the camera and setup.

With the implementation in April 2017, 26 simultaneous lectures had been successfully recorded in Academia. This translated to a saving of approximately **104** man hours per year.



## Conclusion

The solution implemented has reduced the manpower required (from 3 to 1 AV specialist) to record 3 lectures simultaneously in Academia. The recordings were done in the Centralise AV Control Room thereby offer no disturbance to the lectures. The recording quality was not compromised as well. In all, the productivity of the AV team increased.