



The Client Project Worksheet

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While some companies will just make you a Web site, we feel it's important to create a site that meets your business needs, business goals, and the expectations of your Web site users.

We've put together this project worksheet to help capture your vision for the project. Think of this document as a business plan for your website. The more information you can give us, the better we'll be able to respond. Answer each question in detail and skip any questions that don't pertain to your project.

Because each member of your team may have a different vision for the project, we recommend completing this worksheet as a group. That way we won't miss any important opinions. Once you're happy that the worksheet clearly describes your project, email it back to us and we'll work out the right solution for you.

All About You

What's the name of your company and intended/Current Web site?

Describe your company...

Describe the concept/product/service your site will provide...

We like to keep our address book up-to-date. Who are the main contacts for this project and their roles?

When would you like to start?

When does it need to be completed?

Is there a specific reason for these dates?
(eg, tradeshow, product launch, etc.)

Your budget dictates how much time we can devote to your website and what features we'll be able to complete within your budget. What are you looking to spend to achieve your vision?
(eg, \$5-10k, \$10-20k, \$20k+)

What are you trying to do?

Give us your main reasons for commissioning a new website ...

In order of importance (most important first) what are the business objectives for your site
(eg, improving sales rate, increase customer satisfaction, reduce time searching)

What is your measure for success - and what are you hoping to achieve?
(ie, 20% increase in sales, increase site traffic by 400 visits a month, etc.)

What aspects of your current site work well?

Why are they successful?

What's not so great?

Why do you think that is?

Who are you doing it for?

Who's coming to your site? Describe the different types of visitors to your website in as much detail as possible.

How do you think your audience currently perceives your company and the services you offer?

Why will people use the kind of service you offer?

Why will people choose your site over others?

What do you imagine people using your site for? What will they want to do there?

Outline any ideas for features you have for your site.

How do these features support your business goals and the goals of your user?

Design Concept

People are coming to your new site for the first time. How do you want them to feel about your company?

Tell us a bit about your competition. Who are the runners and riders in your field?

What are their website addresses.

What works for them? What doesn't?

Leaving your competitors aside, have you seen any sites recently that you've liked the visual design of? What did you like about it? (if you can't think of any have a look through cssdrive.com or unmatchedstyle.com for a catalogue of good looking websites strutting their stuff)

Let's briefly talk content. Aside from the features we discussed above, what else do you want your site to do?

Would you be interested in managing your website yourself with a content management system or would you prefer to have someone, like us, update it on a regular basis for you?

Additional Comments

We've tried to keep this worksheet as general as possible, but every project is unique. Here is your chance to add any extra information you think will be helpful.