

## Project Worksheet

We have arranged a handy Project Worksheet to help you achieve your goals for a project. You might think of this document as a business plan for your website. Like anything, the more information you can provide our team with, the better we will be able to help you achieve your goals.

Answer each question in a clear and concise manner, skip any questions that may not apply to your project.

Don't forget that sometimes you can be 'too close' to your business so share this with your team, it is best to complete the worksheet as a group to capture all areas and ideas.

Once you're happy that the worksheet clearly describes your project, email it to [info@hotgraphics.com.au](mailto:info@hotgraphics.com.au) and we'll work out the right solution for you.

### Business Basics

What is the name of your company, your website and the current/intended web address?

Describe your company and the concept, product or service your site will provide.

Who are the main contacts for this project? Who has final approval?  
Please list names, email addresses and phone numbers.

When do you expect the project to start and when does it need to be completed? Are there specific reasons for these dates?

e.g. tradeshow, product launch, end of year budget

Your budget dictates how much time we can devote to your website. What is the budget for this project?

## **Your Objectives**

What are your main reasons for commissioning a new website?

List the business objectives for your website in order of importance.

e.g improve sales, increase customer satisfaction, reduce time spent searching for information etc.

## **Current Site** *(if you have one)*

What aspects of your current site work well and why are they successful?

What aspects of your current site are unsuccessful and why do you think that is?

## **Your Audience**

Describe the different types of visitors to your website in as much detail as possible.

e.g. web-savvy students looking for bank loans.

How do you think your audience currently perceives your company?

Why will people use this kind of site?

e.g. to find the most suitable bank loan for their needs.

Why will people choose your site over others?

e.g. biggest choice of loans, easy to use, friendly advice etc.

What do you imagine people would want to do on your site?  
e.g. find the cheapest bank loan, compare the top 5 loans etc.

## **Content and Design**

Describe how you would like users to perceive the new site.  
e.g. modern, professional, friendly, edgy, fun etc.

Please list the websites of competitors and organizations in a related field.  
What works? What doesn't?

List websites you like the visual design of and explain why.

Outline any ideas you may have for your site. How would these features support your business goals and the goals of your user?

If you need a content management system, please describe the features you would like.

e.g. updatable news, multiple authors, stock control, user moderation, etc.

## **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.