



# I really need....

The following project requirements questionnaire is used by the forward-thinking team to determine what your unique web based project needs & requirements are. We fully understand and appreciate that no two projects are ever the same & as a result we never have, nor ever will, simply try to pigeon-hole you into a specific '1 size fits all' style solution. At forward-thinking we always adopt a 'blank canvas' approach with all of our clients initial needs in order to find an appropriate solution without having any bias or pre-conceived ideas. We realise that the most successful projects are those borne out of commonly shared visions and ideas & as such we actively welcome discussion & interaction at any stage of the project lifecycle.

<b>About you</b>	
your name:	your company name (if applicable)
your company address:	
nature of your business: (i.e. what do you sell / service offered etc)	
your email address:	your telephone no.
your current website address (if applicable)	no. of employees (approx)
<b>Project requirements</b>	
When would you like to launch your new site? If you happen to be working to a strict timeframe, or have been given a mandatory launch date please advise herein.	
What are the objectives and goals for creating a new site or updating your current one - i.e. raise awareness / inform about a new product etc?	
Who is your target audience for the website?	

## Project requirements - continued 1

Who are your main competitors? Please include thier website addresses (URL's) if known.

What aspects do you like & dislike about your competitors websites?

Are there any elemetns of any website(s) you like the look and feel which you would like to see reflected in your own website?

How many pages /sections would you estimate your new website will comprise? (please list sections / pages if possible)

What functionality would you like to have included in the site - e.g. customer contact form, Flash banner, forum, search, User/Client Login etc?

Do you require company branding, including logo designs?

## Project requirements - continued 2

Do you currently have any specific colours and imagery that convey the personality and tone of your company and / or services?

Have you already planned your site's structure/content? If so please provide details. If not, are you seeking our help in this area?

Will you require domain name registration & web hosting?

Will you require the service of a photographer or photographic images from a stock library?

Do you intend to update the content of your website yourself or in-house via your colleagues?

Who are the key contacts within your company who have final approval on the project? Please list names, titles, email & phone numbers.

**Project requirements - continued 3**

What are your budget considerations for this project?

Please feel free to add any additional notes / comments below

**thank you :-)**

Please post your completed project requirements questionnaire to our new business team at the address listed below **OR ALTERNATIVELY** - simply email your project requirements direct to our new business team: - [quote@forward-thinking.co.uk](mailto:quote@forward-thinking.co.uk)