This worksheet is designed to help us gather information about your web project so that we can allocate our resources and devise an appropriate strategy. Based on the answers you supply to these questions, we will outline a plan to manage the project. Your responses will also help us to understand your vision of the project so that we can better capture and represent your needs.

# A. General

1. Who is our contact for your unit or organization? How should we make contact with you? (name, unit, telephone, e-mail)

2. Please provide a brief description of the project (e.g. design a database application, design, build a web site, improve the look and feel of a web site).

# B. Project Requirements

1. Please list a brief listed outline of your projected website. If you don’t know please give reason. Here is an Example:

 Home

 About

 People

 Contact

 News

 Seminars

 Jan

 Feb

2. Will your website require a database? If yes, please list the type of content and approximate numbers of entries. If possible please give an example of a listing.

3. What types of media will the site host. Examples include: news articles, events, photo galleries, blogs

4. Will your website content need updating on a regular basis? If yes, how often and who will be responsible for updating the content?

# C. Design Requirements

1. Who is your primary audience? Try to describe the kind of person at whom the information on this web site will be targeted. Try to include descriptive characteristics that will help us understand them. Examples: first-year students, law professors, potential donors or concerned parents.

2. Please give us a brief description of your organization, what you do, and what your goals are as an organization.

3. Does this project have a history; are we building on existing content, imagery and/or structure?

4. Can you give us 2-3 user stories of how a specific audience member will achieve a goal on your site? (Example: First-year students will be able to quickly apply to our organization)

5. Please list any websites you feel could inspire the project

#### D. Schedule

What is your desired completion date? Are you working with any milestones, deadlines, or other schedule dependencies?

# E. Justification

Please provide a written justification for the priority of this proposed system including its impact:

High: Broad impact and workload relief for the campus and CAESDO

Medium: Impact and workload relief for CAESDO

Low: Adds convenience, but current processes are working OK.

If a current website exists please provide any analytics or statistics that you believe are important metrics for our analysis.