

## PROJECT TEMPLATE

### GENERAL ORGANISATIONAL INFORMATION

<b>Partner's name</b>	
-----------------------	--

### PROJECT SPECIFICATIONS

<b>Project title</b>	
Short description	
Target audience	
Goal (What's the main purpose of the project?)	
*What's in it for the target audience? (What are the benefits for the end-users/target audience?)	
*Unique Selling Proposition (What differentiates the product/service?)	

*\*Optional for internal projects*

Has preliminary research been conducted in the past? (personas, user journey, market research, etc.?)	Yes/No
	<i>If yes, what was the outcome? You can add a link, or send us the information in advance.</i>

--	--

## PROJECT TYPE

Do you have a clear idea of the outcome of your project?	Yes/No
	<i>If yes, how would you define it? For example: MVP, app, dashboard, etc.</i>

## SCOPING

Outcome	
<i>Must have</i>	
<i>Nice to have</i>	
<i>Optional</i>	

Resources	
In (resources provided by organisation)	Out (resources not accounted for)
for example: datasets	for example: hosting
Point of contact	
Delivery date	

User testing	
Are there users available for testing?	Yes/No
	<i>If yes, what date would they be available?</i>
Point of contact	

Aftercare	
Is aftercare/follow-up required?	Yes/No
	<i>If yes, under which terms?</i>