08

**Fall**

Project Requirements & Documentation

Project Name

Client

Version [#]

Date

[Brief project summary/goals]

# centretek_logo.gif**General Project Information**

## Project Roles (CentreTEK)

|  |  |  |  |
| --- | --- | --- | --- |
| **ROLE** | **NAME** | **EMAIL** | **PHONE NUMBER** |
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## Contacts (Client)

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| **ROLE** | **NAME** | **EMAIL** | **PHONE NUMBER** |
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## Misc.

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| --- | --- | --- |
| **Item** | **Access URL** | **NOTES** |
| **Account Information** |  |  |
| **Proposal/Contract** |  |  |
| **Pricing Matrix** |  |  |

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# **General Requirements**

## **ENVIRONMENT**

[Enter environment requirements here].

## **CONTENT**

[Enter content specifics here]

## **SEARCH**

[Enter search specifics here]

## **TAXONOMY**

[Enter taxonomy-related information here]

## **FEATURE ANALYSIS—MODULE/WIDGET LIST**

|  |  |  |  |
| --- | --- | --- | --- |
| **Client Requirements** | **Module/Widget Name** | **Module/Widget Description** | **Notes** |
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## **PRESENTATION**

[Enter presentation-related information here]

# **Out of Scope**

* Enter items that the client has expressed interest in but is out of the current scope of the project

# **[Enter Misc. Info Here]**

# **General Project Timeline**

|  |  |  |
| --- | --- | --- |
| **Task** | **Start** | **Finish** |
| Phase 1: |  |  |
| Phase 2: |  |  |
| Phase 3: |  |  |
| Phase 4: |  |  |
| Phase 5 |  |  |

# **Phase 1: [Phase name]**

The first phase of the [project name] is…

## [Task #1 Heading]

### [Item #1]

### [Item #2]

## [Task #2 Heading]

### [Item #1]

### [Item #2]

## [Task #3 Heading]

### [Item #1]

### [Item #2]

### [Item #3]

## [Task #4 Heading]

### [Item #1]

### [Item #2]

### [Item #3]

## [Task #5 Heading]

### [Item #1]

### [Item #2]

### [Item #3]

## Timeline (Phase 1)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Task** (include all tasks, meetings & sign-off points) | **Start** | **Finish** | **Who?** | **Billing Schedule** |
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| **Launch** |  |  |  |  |
| **Post Launch** |  |  |  |  |
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# **Phase 2: [Phase name]**

The second phase of the [project name] …

## [Task #1 Heading]

### [Item #1]

### [Item #2]

## [Task #2 Heading]

### [Item #1]

### [Item #2]

## [Task #3 Heading]

### [Item #1]

### [Item #2]

### [Item #3]

## [Task #4 Heading]

### [Item #1]

### [Item #2]

### [Item #3]

## [Task #5 Heading]

### [Item #1]

### [Item #2]

### [Item #3]

## Timeline (Phase 2)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Task** (include all tasks, meetings & sign-off points) | **Start** | **Finish** | **Who?** | **Billing Schedule** |
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| **Launch** |  |  |  |  |
| **Post Launch** |  |  |  |  |
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# Appendix 1: [Screenshots or any additional info]