PROJECT WORKSHEET

# Completing this document will help me understand your project requirements. This will also serve as a website planner to walk your through the process of articulating your needs. Please just skip any questions that you don’t feel are relevant to this project.

What's your name?

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What's your email address?

- I won't send you spam, promise...

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Your mobile number?

- enter a valid number, so I could be closer to you

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Do you have a domain name registered?

- Do you have a domain name registered? If so, what is it? Just leave empty if this a new project

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What is the budget range for this project?

- An idea of your budget will help me adapt my approach to respects your constraints

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A date when the project needs to be completed?

- e.g.: art opening, product launch, year-end budget

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Who is your ideal client or your target market?

- e.g.; middle age women local at Indonesia who are interested in wellness

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What purpose is your website to serve?

- your website goals & objectives

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|  | Establish a Web presence for our company |
|  | Generate requests for services/products |
|  | Create an online portfolio of your work |
|  | Educational |
|  | Online community |
|  | Online store to sell products |
|  | Provide customer service/information to clients |
|  | Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Is SEO a important objective for your website project?

- Search Engine Optimization - i.e. ranking well in Google

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List websites that have a look and feel that appeals to you?

- List sites URL that describe what you like about the look and feel of the site

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Describe how you imagine your website

- When you look at the design of websites in general

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Please save this document as your-company-name.doc and email to **rizal@fauzie.my.id**. Please attach a wireframe and sitemap and any other files or information that you think will be helpful.