

WEBSITE PROJECT PREP

CLIENT INFO

Company:
Email:

Contact Name:
Phone:

What does the Company or Organization do?

GOALS

What are the main goals of this website?
How will you measure if they have been met?

SITE OVERVIEW

Will this project be a redesign or a new site?
Do you have a Domain Name(s)?
Do you have Hosting set up?
What are your reasons for a website redesign?
Are there any current features you'd like to keep?
What don't you like about your current site?
What feedback have you received about the current site?

EXAMPLES

Take note of websites, that you like, and don't like, and explain why.
Copy their addresses and paste here.

OUTLINE / SITE MAP

What are the main pages you want in your site and what should they cover?

CONTENT

Do you have a start on your copy?
Do you have photography?
Do you have social media accounts set up?

EMAIL ACCOUNTS

Do you need help setting up email accounts?
Estimate of how many:



SEARCH ENGINE OPTIMIZATION

How important is a high ranking to your web strategy?

FUNCTIONALITY

Do you want special functions or elements to your site?

_CMS _Rotating image section _Social
Media Integration
_Forms _Flash Animation _Site Search
_Client/member log in _Password Protected area _Blog
_Newsletter _Calendar _Gallery
_Print Version of site _Database _Video

SPECIAL CONSIDERATIONS

Such as multiple languages, sight or vision impaired, etc.

TIMELINE

Do you have a deadline or target date?

MAINTENANCE

How often will you need to update your site?

Do you want me to do as needed maintenance / updates?

Do you want me to handle updating your social media outlets?

Please feel free to contact me with any questions about my website design process or [pdhCreative](#) in general.



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