



Web Project Questionnaire

The following form is a simplified outline to assist you, as a potential client needing a website or a website makeover, in providing us with sufficient information to understand the scope of your project. This should only take a few minutes of your time.

Please be as detailed as possible. The more information we have, the less you'll have to clarify and the more accurate our estimated cost and timeline will be.

If necessary, Evolve Media would be happy to sign a Non-disclosure Agreement prior to receiving specific detailed information. You may email your NDA to us at info@evolvemedia.com. If you have further questions, feel free to contact us. 714.528.1133

The name of your company or organization (required)

Your Name (required)

Your Email (required)

Phone Number

Address

City

State

Zip Code

Your Website's Domain Name

Please describe your company or organization, the nature of the business, your industry and a brief overview of where the idea came from for developing the website / project.

Number of employees:

What are your company's positioning, mission, and vision statements?

If you have worked with a web design agency before, please describe your experience with the previous agency. What did you like or dislike?

Please provide the names and web addresses of your direct competitors. Is there anything that you like or dislike about their website presence?

Please provide a list of other websites that you like or see a function or utility that would be appropriate to your project. (These examples don't necessarily have to be in your industry or field.) What do you like or dislike about each example?

How did you hear about Evolve Media? Please be as detailed as possible so we can see how our own marketing efforts are working.

PROJECT INFORMATION

Please describe your project in detail. Is this an entirely new project or an update/redesign of an existing project?

What are the primary goals of the project? (Marketing, streamline business process, sales, community, education, entertainment, etc.)

What are the secondary goals of the project?

What do you perceive as the greatest obstacles or challenges regarding this project? (Timeline, ROI, Employees, Usability, etc.)

How will you measure the success of this project?

TECHNICAL INFORMATION

Please identify any of the following features you currently use or would like for your website. Check all that apply.

Internal Search Engine

Password Protected Area

Survey/Voting Tools

Email Marketing

Ecommerce/Shopping Cart

Blog

News/Press Release Area

Does the website need to integrate with any pre-existing database system?

Is there or will there be a login, registration, and/or personalization incorporated?

Will you require hosting for your website?

Administration

Please provide the name, phone number, and e-mail address of the project manager.

Name

Phone

Email

When do you need this project completed?

What is driving the launch date? (Trade show, product launch, upcoming season/holiday, etc.)

What is your current budget for this development? (As part of our proposal, we will incorporate technologies that fit in your optimum budget range. Leaving this unspecified makes it difficult to recommend a specific solution. Feel free to cast this as a ballpark or an ideal figure that is not set in stone.)

PROCESS

What is the process for gaining approvals, sign-off, etc. for this project?

Who will be in charge of project updates and maintenance?

FUTURE PLANS

Please check any of the following services you would like in the future for your website.

Search Engine Optimization

Paid Advertising

Printed Advertising/Marketing

Social Media Marketing

Press Kit / Media Kit

Trade Show Booth Materials

Mobile Application

Email Marketing

FINAL THOUGHTS

Is there anything else related to your project that you need to tell us about?