

Project Brief Questionnaire

Contents

1.	ORGANISATION OVERVIEW	2
1.1.	Clients - Products /Services - Functions / Projects	2
1.2.	Organisational Objectives	2
1.3.	Chart, Locations, #s, £s	2
2.	PROJECT BRIEF	2
2.1.	Background – how done now / why change now	2
2.2.	Areas supported, Scope, Budget, Completion	2
3.	ROUGH SKETCH	3
3.1.	Sentence & Picture	3
3.2.	Audiences & aims	3
3.3.	Business processes	3
3.4.	Feature / functionality list	3
3.5.	Visual design & identity	3
3.6.	Navigation and structure	3
3.7.	Data structure & processing	3
3.8.	Accessibility and usability requirements	3
3.9.	Content & data creation& transfer	3
3.10.	Security	3
3.11.	Housekeeping	3
4.	LOGISTICS	4
4.1.	User / data volumes	4
4.2.	Hosting / infrastructure	4
4.3.	Project team	4
4.4.	Training & documentation	4
4.5.	Piloting	4
4.6.	Future development	4
4.7.	Testing	4
4.8.	Support	4
4.9.	Constraints & Risks	4
5.	ROUGH PLAN	5
6.	VISION	6
7.	INSIGHTS	7
8.	GENERAL ADVICE	7
8.1.	Requirement definition	7
8.2.	Projects in general	7

1. Organisation overview

1.1. *Clients - Products /Services - Functions / Projects*

1.2. *Organisational Objectives*

1.3. *Chart, Locations, #s, £s*

2. Project brief

2.1. *Background – how done now / why change now*

2.2. *Areas supported, Scope, Budget, Completion*

3. Rough Sketch

3.1. Sentence & Picture

(Use vision sheet)

3.2. Audiences & aims

3.3. Business processes

3.4. Feature / functionality list

(Use vision sheet)

3.5. Visual design & identity

3.6. Navigation and structure

3.7. Data structure & processing

(Use vision sheet)

3.8. Accessibility and usability requirements

3.9. Content & data creation & transfer

3.10. Security

3.11. Housekeeping

4. Logistics

4.1. User / data volumes

4.2. Hosting / infrastructure

o/s

s/w

h/w

comms

4.3. Project team

4.4. Training & documentation

4.5. Piloting

4.6. Future development

4.7. Testing

4.8. Support

4.9. Constraints & Risks

5. Rough Plan

6. Vision

User Interface Schematic

ERM

7. Insights

8. General advice

8.1. Requirement definition

Nobody knows what they want

Everything is built twice

Time works

Beginner's mind - 'projects'

No time to talk

8.2. Projects in general

Small leaps work

Curse of the leaver

Costs exceeding 2% of turnover

Quotes that need fraising

Your time = pm time = 20% proj / $\frac{1}{2}$ day/week

Testing - no deadline & no test