



# StudioGraphia LLC

Writing • Editing • Instruction • Research • Design

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## ***StudioGraphia Project Outline Questions***

- What is the nature of your project?
- Who is the target audience for the project?
- Where will the project be published? (textbook, online content, blog, ephemeral grey literature, personalized letters, newsletter, etc.)
- Who are your competitors?
- What is the final deadline for finished work?
- When are the waypoint deadlines or progress checks?
- Who is the primary contact person?
- What is the best method and time for communication about the project?
- Do you have a secondary contact person, or anyone else who needs to be kept apprised of progress?
- What format(s) do you require/prefer for content submission?
- What potential problems might arise with this project?
- What special needs does this project/company/client have?
- What is your project budget?
- Who will own the intellectual rights to the finished project?
- Will this project need to be updated or revised at some point? If the project needs updating, do you consider the updating or revisions to be a separate project?
- How will you be making your payment? When will you pay?