

StudioGraphia
PO Box 40983
Tucson, Arizona 85717



Project Questionnaire

Name

email address

Street Address

City

State

Zip

Date

1. What is the nature of your project?
2. Who is the target audience for the project?
3. Where will the project be published? (textbook, online content, blog, ephemeral grey literature, personalized letters, newsletter, etc.)
4. Who are your competitors?
5. What is the final deadline for finished work?
6. When are the waypoint deadlines or progress checks?
7. Who is the primary contact person?

8. What is the best method and time for communication about the project?

9. Do you have a secondary contact person, or anyone else who needs to be kept apprised of progress?

10. What format(s) do you require/prefer for content submission?

11. What potential problems might arise with this project?

12. What special needs does this project/company/client have?

13. What is your project budget?

14. Who will own the intellectual rights to the finished project?

15. 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?

16. How will you be making your payment? When will you pay?

**When you have completed the form, please email it to
projectmanagers@studiographia.net**