



The Client Survey

Client input is the foundation upon which successful web sites are built. This survey will help you articulate and identify the overall goals of your site design, including specific questions regarding message, audience, content, look and feel, and functionality. Each key decision maker should fill out his or her own survey, and answer each of the questions in a thorough but brief and clear manner, and add any additional notes or comments at the end of the survey.

General Information

1. What is the name of your company and your current (or intended) URL?
2. Who are the primary contacts from your organization and who has final approval on the project?
Please list names, titles, email addresses and phone numbers.
3. What is your intended launch date for the new site? Are there any outside considerations that may affect the schedule (e.g., PR launch, tradeshow, annual report, etc.)?
4. Do you have a specific budget range in mind for this project? Can this project be divided into phases in order to accommodate budget and timing constraints?

General

1. How important is it to maintain your current look and feel, logo, and branding?
2. What websites already do what you wish your website to? Please list the sites and include what it is that you like and why? (eg. colour scheme, content voice, features)



Reasons for Design

1. What are the main reasons you are designing a new site?
2. What are your primary online business objectives with the site design? What are your secondary objectives? (Increased sales, marketing/branding awareness, reduce customer service calls, etc.) Please discuss both long- and short-term goals.
3. What is the main business problem you hope to solve with the site? How will you measure the success of the solution?
4. What existing strategy (both on and offline) is in place in order to meet the new business objectives?

Audience/Desired Action

1. Describe a typical user coming to your site. How often is the user online and what does s/he generally use the web for? How old is the user and what does s/he do for a living? (Use as much detail as possible in profiling your target user. Profile more than one type if appropriate.)
2. What is the primary “action” the user should take when coming to your site? (purchase, become a member, search for information, etc.)
3. What are the key reasons why the target user chooses your company’s products and/or services? (cost, service, value, etc.)
4. How many people (as far as you can tell) access your site on a daily, weekly or monthly basis? How do you measure usage? Do you forecast usage to increase over the next year and by how much?



Perception

1. Use a few adjectives to describe how the user should perceive the new site. (Ex: prestigious, friendly, corporate, fun, forward-thinking, innovative, cutting edge, etc.) Is this different than current image perception?
2. How is your company currently perceived offline? Do you wish to carry through the same kind of message through your web site?
3. How does your company differentiate itself from competitors? Do you think your current audience differentiates you from your competition? Please list competitor URLs.
4.
List any URLs of sites you find compelling. What specifically do you like about these sites?

Content

1. Will this site use existing content? If so, what is the source and who is responsible for approval? If not, will you be creating content in-house or using an outside provider?
2. What is the basic structure of the content, and how is it organized?
3. Describe visual elements or content which should be utilized from your current marketing materials (logo, color scheme, naming conventions, etc.).
4. How will the content of this site differ from your existing marketing material? Do you already have a sitemap or outline for the proposed design?



Technology

1. What is your target platform and browser (if you know)?
2. Are there specific technologies (Flash®, DHTML, JavaScript, Real Audio, etc.) you would like to use in the site? If so, how will they enhance the user experience? Please describe in detail.
3. Will you have database functionality (dynamic content generation, search capabilities, personalization/log-in, etc.)? Do you already have a database or third party application in mind? Please describe in detail, including specific information regarding existing programs and software.
4. Will you have a need for secured transactions (e-commerce)? Do you already offer transactions online? Please describe in detail.
5. Will you require other specific programming needs (personalization, search capability)? Please describe in detail.



Marketing/Updating

1. How do most people find out about your current web site? What methods of distributing the URL already exist within the company?
2. Briefly, what are your short-term marketing plans (Specifically for the site design and the 12 months following launch)?
3. Do you have an existing or planned marketing strategy in mind to promote this site design? If so, please describe.
4. Do you intend to keep the site updated? If so, how often? Who is responsible for updating and providing content?

Additional Notes/Comments

Please take as much space as you wish.

