

Project Specifications Questionnaire

The following document should help you to refine exactly what you require from your website which, in turn, will make the development process much smoother!

Hopefully everything is clearly explained. However, please do ask if you don't understand anything. We will do our best to explain.

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Site Map

Please provide reference to a site map detailing all of the pages of your site.

Example:

Home

About Us

- Company Profile
- History
- Management Team

Services

- Service 1
- Service 2

Contact Us

- Locations
- Contact Form

Navigation Requirements

Please describe the navigation requirements of the site.

For example:

Main Navigation Menu at the top of every page with drop down menus to sub pages

Sub Navigation Menu will appear at the left of every main level page

Unique Page Templates

Please list all of the unique web pages that will require custom design work. In other words, how many different layouts for the pages will there be. For example: Home page template, inner page template, photo gallery, etc...

Also please describe the scope of the design work so that we can estimate the amount of design time required. For example: For www.quitwithiqs.co.uk the client required:

1. Home page template – www.quitwithiqs.co.uk – the client provided us with their logo, colour scheme, reference for the type of navigation they wanted, page width, and content blocks with instructions on the functionality
2. Inner page template - www.quitwithiqs.co.uk/why.php - basic inner page template for all regular content pages
3. Search page - www.quitwithiqs.co.uk/practitioner No additional design work was required for this page because it used the same header/footer and navigation. The only requirement was to create the system that controls the appearance of text and links throughout the site.
4. News page template – News page modules have a pre-designed look which you may be happy with. But if you have particular requirement, say, to show news articles in 2 columns, then send us a basic sketch to give us an ideal of how you want the columns to appear. It also helps to send us reference to other websites that have similar functionality.
5. Events page template –this page utilizes the events module. Again if you have particular ideas on for how you want events to appear and additional customizations

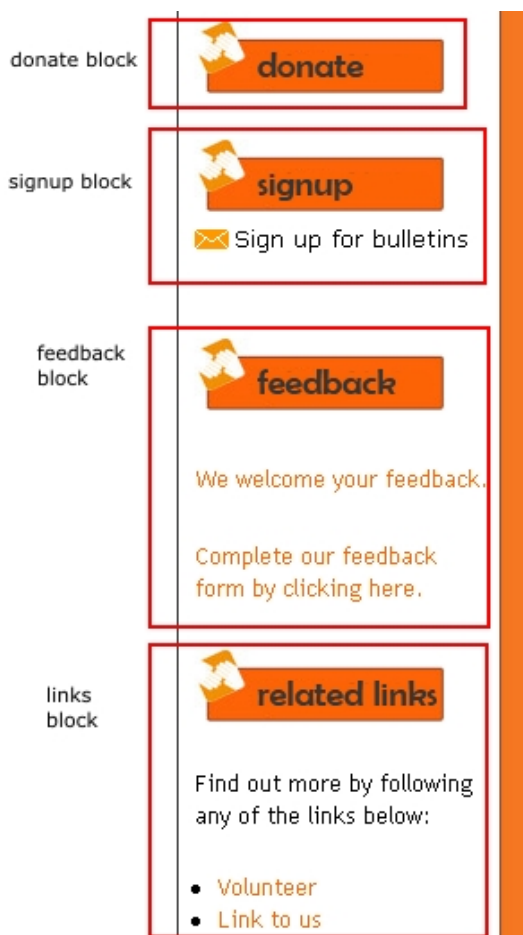
please give a sketch. An example of the default design is at www.lungcancercoalition.org

Content Requirements

Please describe the unique types of content that will be posted to your website. For example: static web pages, blogs, images, videos, products, etc... Please explain any categorization needs. For example if you had a wildlife related website you may want content categorized by Species: Bird, Reptile, etc..., by Location: Continent, Country, State, etc...

Unique Content Blocks

Please list the unique content blocks your site will require. Describe the design, location on site, and functionality required. An example is shown below and can be viewed at www.mdac.info/en/get-involved – Other examples are: Top 5 images, Top 10 videos, Top 10 articles, Latest News, etc... Basically dynamic lists of content of your site can be placed on any page of your site. These lists of content are shown in blocks and regions that can be assigned to any page of your website.



Forms

Please list all of the forms that your site will require along with the functionality, email confirmations, etc...

Examples: Contact Form, Newsletter Forms, etc..

Data Transfer

Do you require any transfer of content from an existing website or database to the new website. If yes please tell us what format the data is currently in. For example, html web pages, MySQL Database, Excel File, etc...

Search Requirements

1. Standard keyword search of your site
2. Ecommerce search requirements
3. Other search requirements

Modules and Customization Requirements

Please list all of the modules required for your site. Describe any custom requirements. If you prefer you can list the features/functionality that you require and we can help you select the best modules to use for the site.

Identify Users and Permissions

1. List the users of your site
2. List the permissions each user will have

Ecommerce Requirements

1. Product Management System
2. Merchant Account and Payment Gateway
3. Order Management
4. Product Search Requirements
5. Other?

Search Engine Optimization Requirements

1. Consulting
2. On Page Optimization
3. Link Building
4. Other?

Browser testing requirements

1. IE 6, 7
2. FireFox/Mozilla
3. Safari
4. Opera
5. Other browsers?

Hosting Requirements

Please ensure that your server meets the requirements at: www.drupal.org/requirements

If you use a shared hosting service, please contact your hosting provider and ask if their hosting is optimal for Drupal. It is also recommended that you search for "Drupal + Your Host Name" to see if anyone in the Drupal community has had issues integrating Drupal with their service.

Training Requirements

Please tell us about your Drupal user training needs.

1. Phone training
2. Training document (MSWord)
3. Training video
4. Other?

Miscellaneous

Please include any additional questions and instructions here.