









## SPECIFIC PROJECT DETAILS

13. Are there features that you would like your new site to have (administrative log in section, shopping cart, on-line donation, etc.)? What are they?

*Your content is the most important part of your new site. Many modern sites make use of a Content Management System (CMS) so that content can be updated easily without needing to know any HTML code. (Read more about CMSs at [http://en.wikipedia.org/wiki/web\\_content\\_management\\_system](http://en.wikipedia.org/wiki/web_content_management_system) )*

14. Do you want a CMS to help you manage your site content?
15. If so, will you need to have multiple users, multiple user levels (various permissions to perform different tasks), workflow management (all users can write but only high-level users can publish changes to the site), or **any other CMS feature** you can think of?

## OK ALLIGATOR CLIENT FORM

16. When do you want to start this project? Is this date flexible?
17. Typically we would do a "soft launch" of your site to give your team the opportunity to use it, ask questions, and request small final changes before the site goes live. **When are you hoping to have this soft launch by?** Is this date flexible?
18. Budget is the hardest question to answer, but it affects the type and scope of the project. Depending on your budget, I can suggest different types of sites to fit your needs. **What is your budget or budget range for this project?** (ie \$5k, \$10-\$15k, \$20k+)

## ADDITIONAL COMMENTS