Checkpoint 0: Project Brief

For this checkpoint you will prepare a brief for your project. The purpose is to work with the client to clarify the objectives of your project.

For Drupal projects, this will involve meeting with your clients to determine what it is that they want to accomplish with the project. Contact your client and set up a face-to-face meeting. When you set up the meeting, you should make sure the person you meet with knows about their current website hosting arrangement, if any, and is able to make decisions about a new website.

You may only meet with your client twice, so try to get enough information at this first meeting to enable you to create the website according to their specifications. You can ask additional questions by phone or email, and you can set up additional meetings if necessary.

For programming projects, you should also interview your client if you have one. If you don't have a client, interview at least two potential users of your site instead. Find out whether they would use this website, what they would do at it, and what services they think it should support.

Make a note of the time, date, and place of your meeting, who was present, and what decisions were made.

Work with your client to come up with the following for your project:

**Concept**: what is the purpose of the web site?

**Type**: is this a Drupal or Programming project? If a programming project, what framework will you be using? Describe the software architecture you plan to use.

**Users**: Who are the intended users?

**Title**: as it will appear on the top of the website homepage

**Slogan**: a very short (3-8 word summary of the purpose of the site)

**Mission statement**: a concise paragraph describing the mission of the organization

**Objectives**: what is the organization trying to accomplish with this website?

**Model websites**: are there other websites with similar purpose for which they like the look and/or functionality?

**Success metric**: what measurable quantities would indicate that the project has been successful?

**Contact email address**: email address for administrative email from the site to go to

**Domain name**? Does the client already have a domain name? If not, what would they like to use?

**Hosting**? Does the client already have Web hosting? If they are a nonprofit, will they want you to set up a free account through DreamHost? Otherwise, will they be paying for a new hosting service?

**Turn in**: write a 2-3 page project brief including answers to all of these questions. One paper per project is sufficient. This paper (or a revision of it) will be a part of your term project.