

Joshuaink.com | Sample questionnaire

Preliminary Enquiries

This questionnaire is intended to highlight the information necessary to ensure that the most appropriate site is produced as expediently and as cost effectively as possible.

1. Hosting

1.1 Do you already have hosting for your website?

Yes / No

1.2 If yes to 1.1, do you use Windows or Unix based hosting?

Windows / Unix

1.3 If no to 1.1, would you like us to recommend appropriate hosting for the project?

Yes / No

1.4 If yes 1.1, would you be willing to review your hosting if we think that it does not meet the needs of the project?

Yes / No

2. Content Management

2.1 Would you like to update the website yourself?

Yes / No

2.2 How many people will be responsible for updating the site?

1 / 2 / 3 / More

2.3 Are the people responsible for updates proficient in HTML?

Yes / No

2.4 Will you want to add and edit photographs within the content?

Yes / No

2.5 Will you want to be able to add new pages and corresponding navigation to the website?

Yes / No

3. Content

3.1 Will the site contain tabular data such as business performance statistics?

Yes / No

3.2 How will you provide the content to us?

Word documents / HTML / Other

4. Forms

4.1 Would you like a brochure request form?

Yes / No

4.2 Would you like a general contact form?

Yes / No

4.3 If yes to 4.2, would you like the contact form to have the ability to direct messages to specific people?

Yes / No

4.4 Are there any other kinds of data gathering tools you would like on the website? Please note what they are below e.g. e-Newsletter, online survey.

5 We consider a single webpage to consist of roughly 150 -200 words, with this in mind how many pages do you estimate your site consisting off?

30 / 40 / 50 / 60 / 60+

6. Web standards

We use web standards (<http://w3.org>) to produce all of our user interfaces; the downside is that it takes a little bit longer to produce a site. We believe that the benefits of using web standards far outweigh the negatives, some of those being:

- Faster load times.
- Optimised for search engine indexing.
- Easier to maintain.
- Accessible by more types of devices, such as voice browsers and PDA's.
- Content degrades gracefully for use with older browsers.
- Accessible to people with disabilities.

Are you happy for us to use web standards on your website?

Yes / No

For more information on web standards please visit
<http://www.webstandards.org/learn/faq/>

7. Security

7.1 Do you require any password protected secure areas on the website?

Yes / No

7.2 If yes, please provide brief details of what these secure areas will be used for.