Sense Web Project Requirements

#### Project Overview

**Introduction:** Start with a brief introduction to your project. Explain the purpose, goals, and primary objectives. This helps the developer get a high-level understanding of what you aim to achieve.

**Background Information:** Provide context about your business or organisation, the industry you operate in, and any relevant history. This background information helps the developer align their work with your brand's identity and objectives.

#### Specific Requirements

**Functional Requirements:** Clearly outline the functionalities you need. This could include user registration, login systems, content management, e-commerce capabilities, search features, and any other specific needs.

**Design Requirements:** Detail your design preferences, including colour schemes, typography, branding guidelines, and any design references or inspiration. If you have wireframes, mockups, or design files, share them with the developer.

**Content Requirements:** Specify the types and amount of content that will be included on the site. This might involve text, images, videos, and downloadable files.

#### Technical Specifications

**Technology Stack:** Mention any preferred technologies or frameworks you want to be used (e.g., HTML, CSS, JavaScript, JQuery, SQL or PHP). If you have a preference for a particular content management system (CMS) like WordPress, let the developer know.

**Hosting and Domain:** Provide information about your hosting environment and domain. If you need recommendations or assistance with hosting, mention this as well.

**Third-Party Integrations:** Specify any third-party services or APIs that need to be integrated, such as payment gateways, CRM systems, or social media platforms.

#### Project Scope and Deliverables

**Detailed Scope:** Define what is included in the project scope. Be explicit about what you need, and also mention what is out of scope to avoid misunderstandings.

**List of Deliverables:** Provide a clear list of deliverables you expect, such as the complete website, source code, documentation, design assets, and any training materials.

#### Timeline and Milestones

**Project Timeline:** Indicate your desired start and end dates. If you have specific deadlines (eg: product launches or events), make sure to highlight them.

**Milestones:** Break down the project into milestones with associated deadlines. This helps in tracking progress and managing expectations.

#### Budget and Payment Terms

**Budget Range:** Give an estimated budget range for the project. This helps in setting financial expectations and ensures that you receive quotes within your budget.

**Payment Structure:** Clarify the payment terms, such as hourly rates, fixed price, or payment per milestone. Outline the payment schedule and invoicing procedures.

#### Communication and Collaboration

**Preferred Communication Tools:** Specify the tools you prefer for communication, like email, WhatsApp, or Zoom.

**Update Frequency:** Indicate how often you expect updates on the project's progress. Regular communication helps keep the project on track and allows for timely adjustments.

**Point of Contact:** Provide contact details and designate a point of contact for the project. This ensures that the developer knows who to reach out to for any queries or clarifications.

#### Legal and Compliance Requirements

**Confidentiality Agreements:** If your project involves sensitive information, mention any confidentiality agreements or NDAs that need to be signed.

**Compliance Standards:** Note any industry-specific compliance standards or regulations that must be adhered to, such as WCAG or PCI-DSS.

#### References and Examples

**Inspirational Sites:** Provide links to websites that you admire or wish to emulate. Highlight specific features or design elements that you like.

**Competitor Analysis:** Share information about your competitors and how you want your website to stand out.

#### Support and Maintenance

**Ongoing Support:** Clarify if you need ongoing support or maintenance after the project is completed. This can include updates, troubleshooting, or adding new features.

**Training:** If required, request training sessions for your team to manage and update the website.