FILL IN FORM 2019

Dear Client,

This briefing form will help us understand your project, needs and expectations so that we can deliver a personalized and effective solution.

We kindly ask you to provide as many details as you can.

Should you have any question, feel free to contact our team anytime.

Here you can PRINT your form or download as PDF.

1. GENERAL INFORMATION

Project Name **(required)**

Contact Person **(required)**

Email **(required)**

Phone Number **(required)**

Project language [   ]

2. PROJECT DESCRIPTION

What are the goals? [   ]

Which   is   the   dead   line?
[   ]

When   does   the   project   start?
[   ]

3. PROJECT HISTORY

Have you tried to implement a similar
project before? If so, can you describe
the outcome? [   ]

In your opinion, what made the
implementation of this process successful
or unsuccessful? [   ]

4. ACHIEVEMENTS

What are the KPI of the project? How
should the success of the project be
measured? [   ]

Which strategy have you already
developed? [   ]

5. AUDIENCE

What are the primary target groups?

[   ]

What are the secondary target groups?
[   ]

Where will the project be implemented?
[   ]

6. COMPETITORS

Who are the main competitors for this
project? [   ]

Have they developed any similar project?
If so, provide a brief description.
[   ]

7. SWOT ANALYSIS

7.1 COMPETITOR PROJECT

Strenghts   [   ]
Weaknesses   [   ]
Opportunities   [   ]
Threats   [   ]
7.2 YOUR PROJECT IDEA

Strenghts   [   ]
Weaknesses [   ]
Opportunities   [   ]
Threats   [   ]

Your Message

[   ]

[Send]