[](https://www.smartsheet.com/try-it?trp=11354&utm_source=integrated+content&utm_campaign=/content/project-intake-templates&utm_medium=New+Project+Intake+Questionnaire+doc+11354&lpa=New+Project+Intake+Questionnaire+doc+11354&lx=PFpZZjisDNTS-Ddigi3MyABAgeTPLDIL8TQRu558b7w)

**NEW PROJECT INTAKE QUESTIONNAIRE**

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| --- | --- | --- |
| **REQUEST DATE** |  | |
| **NAME** |  | |
| **JOB TITLE** |  | |
| **CONTACT INFORMATION** |  | |
| Please provide a brief, high-level summary of your project. | |
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| What is your budget for this project? |
|  |
| What is your deadline for completing the project? |
|  |
| What are your primary goals for the project? |
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| Who is your target audience? |
|  |
| What are your priorities or constraints for this project (budget, scope, etc.)? |
|  |
| Does this project require ongoing maintenance and support? |
|  |
| Are there any additional considerations you would like to share about this project? |
|  |

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