

**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? |
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| What is your deadline for completing the project? |
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| What are your primary goals for the project? |
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| Who is your target audience? |
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| What are your priorities or constraints for this project (budget, scope, etc.)? |
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| Does this project require ongoing maintenance and support? |
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| Are there any additional considerations you would like to share about this project? |
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