

QUESTIONNAIRE FOR YOUR PROJECT BLUEPRINT

Project brief

Answer what you already know – we'll fill the gaps together while working out your blueprint. The clearer the picture upfront, the more precise your quote.

1 Fill it in right in the PDF on your computer – or print it and use a pen.

2 Ticking several boxes is absolutely fine.

3 Send it back to Info@xhaolab.com – or simply send it along when you book your project blueprint.

1 Contact

Name

Company

Email

Phone

Website (if any)

Date

How did you hear about us?

☐ Search engine☐ Recommendation☐ Social media☐ AI assistant☐ Existing contact☐ Other

2 What is it about?

What are you planning?

☐ New website☐ Improve an existing website☐ Software for your computer☐ Take over or replace a legacy system☐ Enable e-invoicing☐ Not sure yet – I need advice

In two or three sentences: what should be built?

3 Goals

What should be better afterwards than it is today?

Six months from now, how will you know it was worth it?

e.g. enquiries per month, hours saved per week, fewer errors

4 Audience and users

Who will use the result?

☐ Customers

☐ Prospects

☐ Staff

☐ Partners or suppliers

Roughly how many people?

In which languages?

On which devices?

☐ Phone

☐ Tablet

☐ Computer

☐ Special devices

What matters most to your customers or users?

5 Where you are today

What already exists?

website, programs, spreadsheets, paper lists

What costs the most time or nerves today?

Who looks after it so far?



6 Scope and features

What should it do?

- | | |
|--|--|
| ☐ Contact or enquiry form | ☐ Online booking |
| ☐ Edit content yourself | ☐ Several languages |
| ☐ Shop or online payment | ☐ Customer login or members' area |
| ☐ Runs offline on the computer | ☐ Control devices or hardware |
| ☐ Take over data from a legacy system | ☐ Create e-invoices |
| ☐ Reports and analytics | ☐ Connect to other systems |

Approximate number of pages or screens

Workstations that will use it

Which systems are involved?

e.g. accounting, ERP, online shop, CRM – with name and version if known

What is a must – and what would just be nice to have?

7 Content

What do you already have?

	ready	partly	missing	to be created
Copy	☐	☐	☐	☐
Photos and images	☐	☐	☐	☐
Logo and colours	☐	☐	☐	☐
Data (e.g. products, customers, prices)	☐	☐	☐	☐

Who supplies the content – and by when?

Are there any requirements we should know about?

corporate design, IT policies, data protection, approval process

8 Dates

Preferred start

Latest date

Is there a fixed occasion?

trade fair, season, deadline, opening

Project contact and best way to reach them

9 Budget range

The range helps us suggest the right tier. You get your fixed price in writing with your project blueprint.

One-off, for the build

☐ up to €2,500

☐ €2,500 – 5,000

☐ €5,000 – 10,000

☐ €10,000 – 25,000

☐ over €25,000

☐ still open

Ongoing support afterwards?

☐ Yes

☐ No

☐ Not sure yet

Who else is involved in the decision?

10 Examples and wishes

Websites or programs you like – and why

What should it definitely not be?

Done?

Send the brief to Info@xhaolab.com or send it along when you book your project blueprint. We usually reply within one working day.

We use your details only to answer your enquiry.

 Info@xhaolab.com