

Task Brief

Digital - Websites & Tools

Answer what you can. Use extra sheets or discuss anything you are unsure about.

Name / business

Email / project reference

1. What would you like us to help you achieve?

Tell us what a successful result would look like.

2. Who will use it, and where?

Audience, setting, business or personal use.

3. What do you already have?

Photos, drawings, measurements, text, branding, source files or the item itself.

4. What must stay, change or be avoided?

Important details, colours, style, brand rules and permissions.

5. What budget and timing should we work around?

A budget range is helpful. Tell us if the date is fixed or preferred.

This Task Brief supports scoping and quotation. It does not place an order or agree a price.

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6. Which route fits your need?

Market Corner, standalone website, existing-site care, spreadsheet or dashboard.

7. What should customers or your team be able to do?

Pages, enquiry routes, tools, key tasks and required outputs.

8. What systems or data already exist?

Existing URL, platform, clean sample data, domain/email suppliers; never write passwords here.

9. What content, branding and connections are needed?

Who provides copy/images; integrations, calculations, permissions and accessibility.

10. What handover and ongoing support do you need?

Editable ownership, training, renewal responsibilities and update frequency.

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