

StudioGraphia Project Outline Questions

- What is the nature of your project?
- Who is the target audience for the project?
- Where will the project be published? (textbook, online content, blog, ephemeral grey literature, personalized letters, newsletter, etc.)
- Who are your competitors?
- What is the final deadline for finished work?
- When are the waypoint deadlines or progress checks?
- Who is the primary contact person?
- What is the best method and time for communication about the project?
- Do you have a secondary contact person, or anyone else who needs to be kept appraised of progress?
- What format(s) do you require/prefer for content submission?
- What potential problems might arise with this project?
- What special needs does this project/company/client have?
- What is your project budget?
- Who will own the intellectual rights to the finished project?
- Will this project need to be updated or revised at some point? If the project needs updating, do you consider the updating or revisions to be a separate project?
- How will you be making your payment? When will you pay?

• ***StudioGraphia, LLC*** •

• **Writing · Editing · Instruction · Research · Design** •

• <http://studiographia.net> •

• PO Box 40983 Tucson, AZ 85733 •

Email: info@studiographia.net •