

Project Intake Worksheet

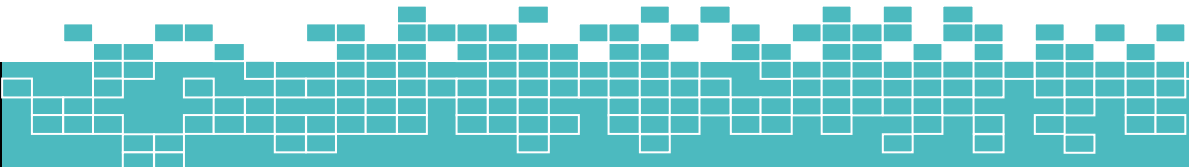
The purpose of this form is to gather the necessary information that helps facilitate the project intake process.

[Click here for a video guide on how to use this worksheet](#) 

[Click here for an example of a project intake worksheet](#) 

- **Project Intake Name:** Data Requests
 - **Project Intake Objective:** Capture a step-by-step process for data analysis, audience building, and data governance projects
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- **Project Intake Form**

- **Form Field #1:** What is the name of the Campaign/ analysis?
 - **Form Field Description:** To know what type of data needs to pull
 - **Conditional Logic:** Does the answer to this question dictate what field should be shown next? – If “Yes” indicate which Form Field # should be shown next.
 - **Form Field #2:** What is the deadline of this Campaign/ analysis?
 - **Form Field Description:** For prioritizing the work
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- **Conditional Logic:** Does the answer to this question dictate what field should be shown next? – If “Yes” indicate which Form Field # should be shown next.
- **Form Field #3:** Who are the audience of this campaign/ analysis?
 - **Form Field Description:** To share the result of the data or analysis request based on the audience
 - **Conditional Logic:** Does the answer to this question dictate what field should be shown next? – If “Yes” indicate which Form Field # should be shown next.
- **Form Field #4:** Who is the point of contact for this campaign/ analysis?
 - **Form Field Description:** For collaboration and communication of the progress of the work
 - **Conditional Logic:** Does the answer to this question dictate what field should be shown next? – If “Yes” indicate which Form Field # should be shown next.
- **Form Field #5:** Enter the name of field, e.g. “What’s the budget for this project?”
 - **Form Field Description:** Briefly describe why this information is being gathered
 - **Conditional Logic:** Does the answer to this question dictate what field should be shown next? – If “Yes” indicate which Form Field # should be shown next.

Notes: Enter any other relevant notes about this project intake form

