

BOSTON UNIVERSITY CENTER FOR DIGITAL IMAGING ARTS

WEB DESIGN PRACTICUM PARTNER APPLICATION

The CDIA Practicum provides non-profit organizations in greater Boston, Washington, DC and beyond with media that matters. Our students work closely with professional advisors to see purposeful projects from start to finish. With cutting-edge digital technology, we create quality media to help tell your story and communicate your mission.

ORGANIZATION INFORMATION

To become a CDIA Practicum partner organization, please complete the following application, using the reverse side for additional space:

Organization: _____

Name of Primary Contact: _____

Phone: _____

Email: _____

Street Address: _____

Website: _____

Today's Date: _____

Are you a 501c3 organization? Yes No

PROJECT(S) DESCRIPTION

Please provide a brief description of your organization.

What is the mission of your website?

What is the main purpose of this site?

Continued...

Is this a redesign from an existing site or do you need a new Website from scratch?

Do you have an existing logo and color scheme?
Yes No

If from scratch: Do you have your domain name reserved?
Yes No

If yes, are you satisfied with it?
Yes No

Do you have a website host?
Yes No

Does your organization have a style guide?
Yes No

Has work already gone into this project?

If yes, please provide a pdf or a printed version.

Content - Text, Images, Video Clips, Photos, etc.

Will you be using existing content or new content?

What outcome will make this project successful in your mind?

If new content:

Is it written?	Yes	No
Proofread?	Yes	No
Edited?	Yes	No
Approved?	Yes	No

Where will the content be coming from?

Is there a way to measure our success? (Examples: increased visitors, higher revenue, fewer complaints.)

Is all the content approved for online use?
Yes No

Design

Will this project be part of any existing branding/marketing strategy, or campaign?

Do you have rights from all the photographers, videographers and writers?
Yes No

Do you have a need to be able to regularly update your website but have trouble doing that now?
Yes No

How often do you want to add or update new content?

Continued...

Functionality – Technology Solutions

What are some of the functions you desire? What should your visitors be able to do? Do you require community based features for your website such as, user registration, forums, discussion groups, newsletters, etc? Please include a brief description of how these features will benefit your organization and check off all that apply:

Updating Pages
Message Boards
Live Chat
Downloadable pages or forms (pdf's for printing)
E-Commerce/Shopping cart
Blogs
Email Newsletter
Calendar of Events
Contribute/Donate money
Dynamic directions with map
Other Please describe:

Who else will need to take part?

Define the stage in the process at which they will need to participate?

When do you anticipate the website to go live?

Please feel free to include any additional information about why your organization is a great candidate for our Web Design Practicum.

Do you need your website to enable more interaction with your customers?

Yes No

Do you have any special security issues or concerns?

Yes No

Please think about this question thoroughly before responding:

In regards to this project, the person you have stated above as the primary decision maker, does this person have the full authority to approve this website project?



Boston University Center for Digital Imaging Arts

Return completed applications to Urvi Modh, Practicum Program Manager, Boston University Center for Digital Imaging Arts.

Mail: 274 Moody Street, Waltham MA 02453

Email: urvi@cdiabu.com

Fax: 781-209-0018

Phone: 781-209-1700 x.3021

Thank you in advance for your cooperation and interest in the CDIA Practicum. Applications are considered on a rolling basis. You can expect to receive more information regarding your interesting within 2–3 weeks.