



Project Checklist

If you have some ideas or needs for a project, please complete this form and return it to Interchange.

Can you give a brief description of your organisation, your main area of work, and your service users?

What information would you like to find out from the research?

What questions do you want to ask / answer?

How might these be answered? What information / methods have you got in mind?

What would you like to produce at the end of the research / analysis?

How might you use the results?

Who will the project involve (e.g. staff / clients)

What costs will be involved (inc staff time / resources)

Problem areas identified (e.g. confidentiality / equipment needs)

How long do you think it might take to complete the work?

Other comments (e.g. background information on the organisation)
Please could you send any useful information you may have on your organisation back with this checklist (e.g. leaflets, annual reports).

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Would you like to meet and discuss your research needs in more detail?	
YES	
NO	

Today's date	
Contact Name	
Organisation	
Tel Number	
Email	
Contact Address	
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