

## FSE website request brief

Once complete, please return this form to [fsemarketing@manchester.ac.uk](mailto:fsemarketing@manchester.ac.uk).

If you have content ready for your site, please attach copy as a Word document and images as separate jpeg files. Images should be as high resolution as possible.

Date	
Your name	
Contact details	
Project name	

Current website address <i>(if applicable)</i>

Tell us about your group/project/lab/centre/institute

How is your group/project/lab/centre/institute different from your competitors?

Who is your target audience? (*internal/external, industry/student/academic etc*)

What do you hope this new website will achieve?

What do you want people to do when they visit your site?

What do you like about your current site? *(if applicable)*

What don't you like about your current site? *(if applicable)*

Has your Head of School approved this request?

Do you have funding for this website? If yes, how much?

Who will the site administrators be? A minimum of 2 people are required (please provide names, email addresses and university usernames).

Is there anything that could impact on the delivery of this project? (ie annual leave, submission dates, marking etc)

Do you have copy and images ready for the site? If no, what date can this be gathered by?