**EERE Web Enterprise**

**Project Information Form for User-Centered Design Projects**

The purpose of this form is to gather information about projects impacting the EERE Web Enterprise. Please provide the following information and submit this to the Web Governance Team.

Date submitted:

Name of project:

Supporting EERE office or program:

Desired start date:

**Project Team Members**

|  |  |  |
| --- | --- | --- |
| **Name / Organization** | **Role** | **Email** |
|  | Federal point of contact |  |
|  | Contractor point of contact (team lead) |  |
|  | EERE Web coordinator *(from http://www1.eere.energy.gov/communicationstandards/contacts.html)* |  |
|  | Site content manager |  |
|  |  |  |
|  |  |  |

**Type of Project**

|  |  |
| --- | --- |
|  | Interviews |
|  | Focus group |
|  | Survey |
|  | Usability test |
|  | Card sort |
|  | Tree test such as Treejack |
|  | Other – please explain: |

What product or site are you testing?

How many people do you expect to participate in your study?

Will you be collecting data from 10 or more people from the general public (e.g. anyone who is not a federal employee; government contractors are considered general public)?

Will you be collecting any personally identifiable information (PII) as part of this project?

How will you store it to comply with the Privacy Act? *(See* [*http://energy.gov/management/privacy*](http://energy.gov/management/privacy) *for more on how we comply with federal privacy standards.)*

Are you planning to use online software to collect your data? What software?

How do you intend to recruit for or advertise your study?

Have you done any preliminary user research to better understand the goals and top tasks of the audience(s) you are targeting with this study? (Yes / No) If yes, briefly describe the user research you have done:

**Schedule**

|  |  |
| --- | --- |
| **Task** | **Date** |
| Start of project |  |
| Access needed to EERE tools such as Survey Gizmo or Treejack; *see* [*http://www.eere.energy.gov/communicationstandards/usability.html*](http://www.eere.energy.gov/communicationstandards/usability.html) |  |
| Recruitment of participants |  |
| End of project |  |