

# Project Details Worksheet

This worksheet is designed to help you prepare to present and speak intelligently about your work. Complete one worksheet per project you are planning to include in your final portfolio presentation.

## PROJECT NAME:

*Give your project a title.*

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## CLIENT (OR CLASS):

*Who commissioned the project? Why did you create it?*

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## ROLE:

*What was your role in the project, especially if this was a team project?*

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## TARGET AUDIENCE:

*Who is the project for? Who is the audience for your targeted message?*

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## TECHNIQUES:

*What techniques and/or software did you use? What is technically interesting and/or challenging in this project?*

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## GOALS + OBJECTIVES:

*What were your design and communication objectives for this project? What problems were you trying to solve with your design?*

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## SOLUTIONS:

*How does your design address the communication objectives of the project? How did you solve your design problems?*

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## NOTES:

*What is unique about this project or your design solution? What is the larger 'story' behind this project? What makes this project special? What did you learn from the project? What was challenging? What was gratifying? What are you proud of? What would you do differently next time?*

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