

Your Blueprint for Digital Success

Project Coordination Request Form

Use this worksheet to organize your thoughts before scheduling a coordination consultation.

Your Project Overview

What's the project you need help coordinating?

What's the main goal or outcome you're working toward?

What's your ideal timeline for completion?

- ASAP (within 2-4 weeks)
- Standard (1-3 months)
- Flexible (3-6 months)
- Long-term (6+ months)

Team & Resources

Who's involved in this project? *(Check all that apply)*

- Just me (solopreneur)
- My team members
- External contractors/freelancers
- Vendors or suppliers
- Clients or stakeholders
- Other: _____

What's the biggest coordination challenge right now?

- Keeping everyone on the same timeline
- Managing multiple moving pieces
- Communication between team members
- Tracking progress and deliverables
- Budget and resource management
- Client/stakeholder updates
- Other: _____

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Current Situation

How are you managing this project right now?

- Spreadsheets and email
- Project management software (which one: _____)
- Sticky notes and hope
- Team meetings and verbal updates
- It's mostly in my head
- Other: _____

What's falling through the cracks or causing stress?

What would success look like for you with project coordination support?

Coordination Needs

What type of coordination support would be most helpful? *(Check all that apply)*

Planning & Organization:

- Create project timeline and milestones
- Break down tasks and assign responsibilities
- Set up project management system
- Develop communication protocols

Ongoing Management:

- Regular check-ins with team members
- Track progress and update timelines
- Manage deadlines and deliverables
- Coordinate between different vendors/contractors

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Communication:

- Weekly progress reports
- Client/stakeholder updates
- Team meeting facilitation
- Issue escalation and problem-solving

- Manage deadlines and deliverables
- Coordinate between different vendors/contractors

Administrative:

- Document management and organization
- Budget tracking and updates
- Quality assurance and reviews
- Post-project analysis and wrap-up

Project Details

What's your budget range for project coordination support?

- \$500-1,000/month
- \$1,000-2,500/month
- \$2,500-5,000/month
- Project-based fee
- Let's discuss what makes sense

How hands-on do you want to be?

- Weekly updates, handle the details for me
- Regular check-ins, but I want visibility
- Daily collaboration, we work together closely
- As needed basis, just keep things moving

When would you like to get started?

- Immediately
- Within 2 weeks
- Within a month
- Just exploring options for now

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Next Steps

Best way to follow up?

- Email with project proposal
- 15-minute phone call
- 30-minute strategy session

Anything else you'd like me to know about this project?

Your Information:

Name: _____

Email: _____

Phone: _____

Company: _____

Ready to get organized? Use this information to schedule your coordination consultation and let's turn your project chaos into smooth execution.