

Brief receipt



1-2 days



Confirm receipt  
Distribute standard guidelines

Briefing System

Mark as 'notified'



Add to scheduling document ('upcoming')

Brief review



Every Wednesday



Request missing detail / clarification where necessary

Client meeting



Before dev/design begins



GC, TS, SS to attend - minimum



Gather sufficient info to schedule/cost

Scheduling



Every Thursday



Assign work in weekly sprints

Proposal to client



Up to a week after brief received



Confirm spec  
Propose start/end date, plus cost  
Request missing assets  
Request time-slot/cost sign-off



Reminder to chase-up confirmation in calendar for 3 days later

Proposal signed off

Briefing System

Assign and activate



Ensure budget is entered and alert set



Create project  
Remove sign-off reminder  
Enter all relevant conversations/ details in 'messages'



Create project folder as per briefing system job code

Development / Design sprints



Weekly sprints



Supply wireframes/documentation



Non-scheduled work requests redirected to GC/SS



Sprint tasks in todos  
Client contact in messages



Budget reviewed weekly



Alert client of any delay  
Provide demonstrations where appropriate

Testing



All projects to be signed off by both GC and TS

Release



Avoid Fridays!



Client notified

Briefing System

Close



Publiscise

