

Project Manager Process

Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
<p>Estimate has been approved.</p> <p>PM will:</p> <p>Change the status of the project to production and create the project folder on the server.</p> <p>Add the draft schedule prior to kickoff.</p> <p>Recommend project team and provide preferred kick off date to Client Services.</p>	<p>Review creative brief and list a few questions that may be helpful to discuss during the kick off meeting.</p> <p>Take notes during the kickoff meeting, and provide proposed timeline.</p> <p>After kickoff, add notes to the project through a Workamajig conversation and then finalize the schedule.</p>	<p>Once work has begun on the project, communicate with all team members as we are approaching any milestones.</p> <p>For deliverables in Workamajig:</p> <p>Set up a <u>departmental</u> route for the deliverable once we confirm that the necessary files are ready.</p>	<p>After we finish the departmental and make sure that any and all necessary changes are made, set up the <u>internal route</u> (give 24-48-hours notice) for the account team to review.</p> <p>Throughout the deliverable process, ensure that the team is moving along and that the review doesn't get stuck with anyone.</p>	<p>During the internal review, send the files to Bulletproof for review and put in Bulletproof comments if any changes are suggested.</p> <p>After confirmation that all changes, including Bulletproof edits, are made, put the final files into a <u>client feedback</u> route.</p>	<p>Monitor client feedback route progress and follow up with client services accordingly.</p> <p>After receiving <u>approval</u>, make sure the appropriate team members know that we can collect <u>files for output</u>. (FFO)</p> <p>Confirm files in FFO/SharePoint folder, send Hightail link to client services if needed.</p>
Beginning		Middle		End	

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