

BROCHURE DESIGN

A Peacock's Life

Client: Lisa Peacock

Project Manager: Amy Toole

Project Start: Monday, August 24, 2020

Display Week 1

TASK	PROGRESS	START	END	24-Aug-20							31-Aug-20							7-Sep-20							14-Sep-20							21-Sep-20							28			
				M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T
Phase I - Planning																																										
Initial conversation	100%	Aug 24	Aug 24																																							
Follow-up conversation	100%	Sep 16	Sep 16																																							
Proposal Outline - A send to L	100%	Sep 16	Sep 20																																							
Proposal Outline - L add comment	100%	Sep 20	Sep 22																																							
Finalize proposal	100%	Sep 16	Sep 23																																							
L upload photo of signature	100%	Sep 20	Sep 23																																							
Proposal Due	100%	Sep 23	Sep 23																																							
Phase II - Document Development																																										
Brochure Layout																																										
Develop brochure layout	100%	Sep 23	Sep 30																																							
Write copy	100%	Sep 23	Oct 7																																							
Finalize copy	100%	Oct 7	Oct 14																																							
Branding Details																																										
Logo																																										
Sketch ideas	100%	Sep 1	Sep 30																																							
Finalize logo	100%	Sep 30	Oct 7																																							
Colors																																										
Narrow down color options	100%	Sep 23	Sep 30																																							
Confirm color palette	100%	Sep 30	Oct 7																																							
Type																																										
Narrow down type options	100%	Sep 23	Sep 30																																							
Confirm type palette	100%	Sep 30	Oct 7																																							
Check-in with Lisa	100%	Oct 16	Oct 16																																							
Draft of Brochure																																										
A send to L for review	100%	Oct 7	Oct 14																																							
L send A comments	100%	Oct 14	Oct 21																																							
Progress Report	100%	Oct 21	Oct 28																																							
Phase III - Prepare for Review																																										
Check-in with Lisa	100%	Oct 30	Oct 30																																							
Final revisions	100%	Oct 28	Nov 1																																							
Submit brochure for Peer Review	100%	Nov 2	Nov 2																																							
Review Peer Publication	100%	Nov 2	Nov 4																																							
Phase IV - Final Revisions																																										
Make revisions	100%	Nov 4	Nov 11																																							
Check-in with Lisa	100%	Nov 13	Nov 13																																							
Final revisions	100%	Nov 11	Nov 18																																							
Publication Due	100%	Nov 18	Nov 18																																							
Phase V - Wrap Up																																										
Write wrap-up memo	100%	Nov 18	Nov 21																																							
Finalize project log	100%	Nov 22	Nov 25																																							
Wrap Up Memo	100%	Nov 25	Nov 25																																							
Project Log	100%	Nov 25	Nov 25																																							

-Sep-20				5-Oct-20				12-Oct-20				19-Oct-20				26-Oct-20				2-Nov-20				9-Nov-20				16-Nov-20				23-Nov-20																													
29	30	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S

