**CREATIVE SERVICES PROJECT MANAGEMENT**

**DISCOVERY**
- Client fills out discovery brief and submits to Creative Services
- Traffic Coordinator will set up job and send notification (within 24-48 hours)
- Client/Creative Services Art Director meet (in-person or by phone)
- Discuss scope, job requirements, budget and timeline
- Discuss designers

**RESEARCH**
- AD reviews brief with designer
- Discuss ideas
- Get design estimates
- Send printer specs for print estimates
- Estimate approvals/Initiate work with designer
- Get team up to speed
- Look at any inspiration or competitor materials
- Finalize schedules and budget

**DESIGN**
- Draw, sketch, layout
- Internal review between designer and Creative Services AD
- Present first drafts to client

**DEVELOPMENT AND PRODUCTION**
- Refine/ Edit based on client input
- Second/third rounds of design/editing
- Final client review
- Send to art to printer
- Review proofs
- Attend press checks as needed

**PROJECT CLOSE**
- Invoice from designer
- Designer provides native artwork to CS
- Submit invoice to accounting
- Central accounting pays vendor and IDT client account

**General Timeline**

- **1 week to 2 weeks** depending on complexity of job
- **2 weeks to 6 weeks** depending on complexity of job
- **Submit invoice to accounting within 3 days. Accounting 30 days**