Project Process

STAGE 1: IDEA
Idea comes to Communications Team

STAGE 2: PRIORITISE
Communications Team leaders works with Exec to define and approve projects going forward. When you meet with George monthly you can talk about new projects.

STAGE 3: SET PROJECT PARAMETERS
Define Stakeholders and who will do checks for: 1. Content, 2. Written edit, 3. Brand and Design. Fill out project form, and someone takes responsibility for project and taking the project through the whole process.

PROJECT NAME	
Due Date:	
Person Responsible:	
Description/Notes:	
Stakeholders:	
Stage in Process:	
Action Items:	- Decide who will do checks for content, written edit and brand and design. - Ensure all checks are done. - Define what distribution will look like with stakeholders and Communications Team.

STAGE 4: CREATION OF DRAFT
Ensure you have all the information you need from the stakeholders to begin creation.

STAGE 5: REVISIONS & FINALISE PROJECT
Project becomes more finalised as it is worked out together through the various editing steps. Ideally have 2 sets of eyes to see the project before it is finalised. These people can do the following checks on the project:

1. **Content** (work together on the project with editor from the draft form)
   Morgan, Jayme, Lynn, Cat, George, and/or stakeholders

2. **Written Edit**
   Cat, Jayme, Marj, Ashley, Lynn
   Checks spelling, grammar, wording of anything written, including descriptions on the web, and anything that will be seen by a large audience. This list of editors can grow to include others with little investment.

3. **Brand & Design**
   Jayme & Morgan

STAGE 6: DISTRIBUTE
Work with Communication team to distribute.