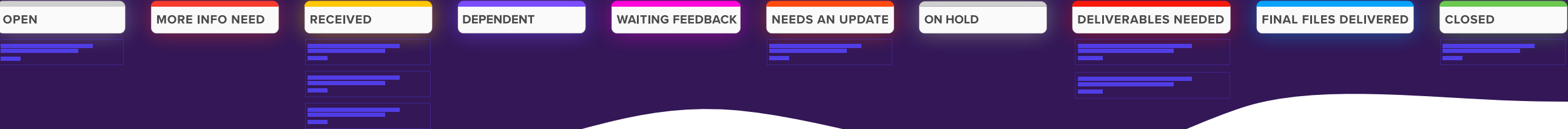


# The Project Lifecycle

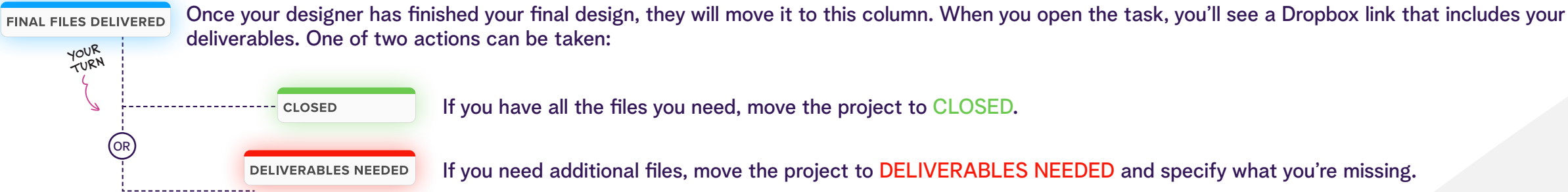
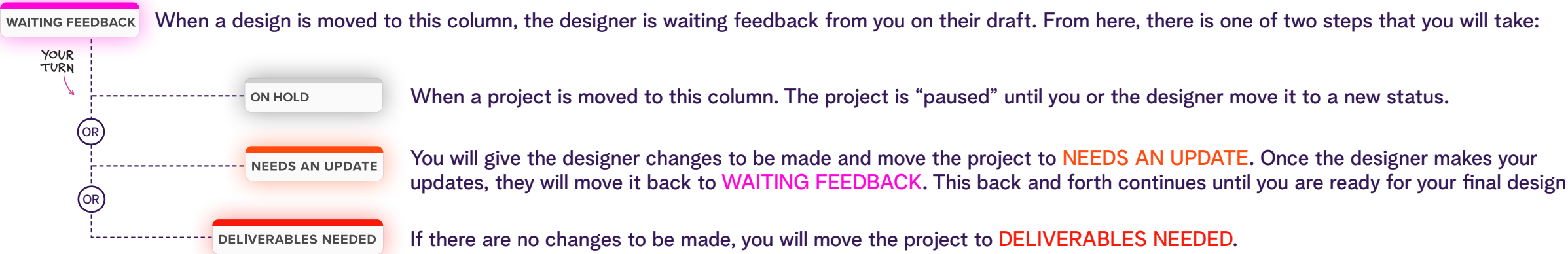


**LET'S GO** **OPEN** When you submit projects, they will go into the **OPEN** column. Leave projects in this column, and our project manager will move them to one of the two columns: **MORE INFO NEEDED** or **RECEIVED**.

**NOT QUITE** **MORE INFO NEED** If a project is moved to this column, that means that the project manager needs more information in order to move the project into our design queue for your due date. Once you've updated whatever information is needed, leave the project in this column. If you move your project into **RECEIVED**, it may get lost in the system.

**WE'RE READY!** **RECEIVED** Once we have everything we need, the project manager will move your project into this column. The project manager will assign a designer to your project, and they will begin working on your project.

**JUST WAITING...** **DEPENDENT** The Project Manager will move a project to this status when it is dependent on another project to be completed before we can begin on this project.



During OPEN, MORE INFO NEEDED and RECEIVED, and DEPENDENT, you won't need to move the project around in ClickUp.

The only times you should need to move the project is during the feedback stage.