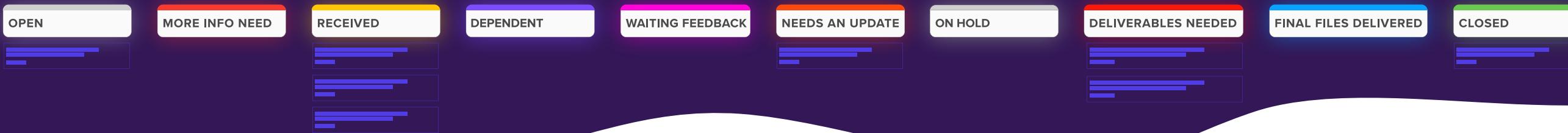


# The Project Lifecycle



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  
QUIET

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.

WAITING FEEDBACK

When a design is moved to this column, the designer is waiting feedback from you on their draft. From here, there is one of two steps that you will take:



When a project is moved to this column, the project is "paused" until you or the designer move it to a new status.

You will give the designer changes to be made and move the project to **NEEDS AN UPDATE**. Once the designer makes your updates, they will move it back to **WAITING FEEDBACK**. This back and forth continues until you are ready for your final design.

If there are no changes to be made, you will move the project to **DELIVERABLES NEEDED**.

FINAL FILES DELIVERED

Once your designer has finished your final design, they will move it to this column. When you open the task, you'll see a Dropbox link that includes your deliverables. One of two actions can be taken:



If you have all the files you need, move the project to **CLOSED**.

If you need additional files, move the project to **DELIVERABLES NEEDED** and specify what you're missing.

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.