

PROJECT WORKFLOW TRACKER

Project:

Deadline:

DONE	ACTION ITEM	DUE DATE	NOTES / RESOURCES
PHASE 01: IDEATION & DISCOVERY			
	Project scope & brief definition		
	Moodboard & visual research		
	Resource gathering (Assets/Tools)		
PHASE 02: PRODUCTION & DRAFTING			
	Initial concepts / Rough sketches		
	First draft completion		
	Internal review & refinement		
PHASE 03: FEEDBACK & ITERATION			

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	Client / Peer feedback session		
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	Revisions & final adjustments		
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PHASE 04: DELIVERY & ARCHIVE

	Final export & QA check		
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	Project delivery & file handoff		
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POST-PROJECT REFLECTION