



A project can be briefed in to Team ICG in 3 different ways:

PROJECT BRIEF A

PROJECT BRIEF B

WWW.TEAMICG.COM AND CLICK SUBMIT BRIEF

STAGE 01

brief is received

- A. Brief is received from the client.
B. Brief deliverables discussed with the team.
C. Job is added to streamtime and a quote/estimated delivery date is created and sent to the client.

STAGE 02

project commence's

- A. CD assigns tasks to the team and initial creative concepts are discussed.
B. Team presents initial concepts to CD and any alterations are made.

STAGE 03

CD presents

- A. Team presents secondary concepts to CD.
B. CD liases with client and presents Project.

STAGE 04

awaiting feedback

- A. Awaiting feedback from the client.
B. Once feedback has been given CD discusses project with the team and any alts are made.

please note: a maximum of 5 alts are to be made (any more than 5 alts, the project is deemed to be flawed and a new brief is submitted).

STAGE 05

project complete

- A. Final outcome is to be sent to the client, via FTP or mail.
B. Final discussions are held with the team, regarding the final outcome.
C. Project is Invoiced & then backed up.

CLIENT NAME

[Input field for Client Name]

COMPANY

[Input field for Company]

EMAIL

[Input field for Email]

PHONE

[Input field for Phone]

SUGGESTED COMPLETION DATE

[Input field for Suggested Completion Date]

PROJECT BUDGET

[Input field for Project Budget]

PROJECT TITLE

[Input field for Project Title]

GRAPHIC DESIGN

[Radio button for Graphic Design]

3D VISUALISATION

[Radio button for 3D Visualisation]

PHOTOGRAPHY

[Radio button for Photography]

VIDEO PRODUCTION

[Radio button for Video Production]

BRIEF DESCRIPTION

[Large text area for Brief Description]