Production Schedule Template

A detail production schedule should show all key production stages (below), with completion dates included. You may find your particular project needs more, or less steps.

**Suggestion:** Based on the needs of your individual project, it may be wise to start with your hopeful finish date (delivery, launch, etc.). Then from there, work backwards adding dates, and being cognisant of the time frame needed between all working stages.

1. **Project kick-off meeting Beginning Date: \_\_\_\_\_\_\_\_\_\_\_\_**

Gather all working team members to discuss the project brief specifics. Go over all details, roles, expectations, and timelines of the project.

If this project needs new creative, then this kick off usually turns into the first “brainstorm session”. Often, more than one brainstorm/concepting meeting is needed.

After that initial project meeting, writing/interviewing begins, along with photography/videograph, and preliminary design research/formatting/prototype options/image searching/specifications writing, etc.

1. **Finished writing, and photography Due Date: \_\_\_\_\_\_\_\_\_\_\_\_** This is often the signal to begin designing the first layout.
2. **First finished designed layout (or web page, video, etc.) Due Date: \_\_\_\_\_\_\_\_\_\_\_\_**
3. **Review 1st round of layout revisions Due Date: \_\_\_\_\_\_\_\_\_\_\_\_**
4. **Review 2nd round of revisions Due Date: \_\_\_\_\_\_\_\_\_\_\_\_**
5. **Proofreading completed Due Date: \_\_\_\_\_\_\_\_\_\_\_\_**
6. **Final Project sign-off for job to launch, or prepped for print Due Date: \_\_\_\_\_\_\_\_\_\_\_\_**
7. **Receive/review vendors proofs** *(immediately when they arrive)*
8. **Delivery (launch, printed, installed, etc.) Due Date: \_\_\_\_\_\_\_\_\_\_\_\_**