

THIS TOP SECTION IS REQUIRED WHEN PROJECT STARTS

0 Project: _____ Start Date: _____ / _____ / _____
 School: _____ Due Date: _____ / _____ / _____

1 Class teacher (CEO) will receive project ideas from customers.

2 General Manager Student Full Name(Print): _____	Office Manager Student Full Name(Print): _____	Production Manager Student Full Name(Print): _____	Sales Rep Student Full Name(Print): _____	Creative Director One student must take on a second role of this Student Full Name(Print): _____
--	--	--	---	---

_____ Establish Group			3 _____ Perpare samples & Price sheet _____ Contact Customer for projects details/artwork	
4 _____ Call a meeting to explain the job	_____ meeting	_____ meeting	_____ Bring Projects / Ideas / Artwork / Requirement Back to team	_____ meeting
_____ Supervise project development	6 _____ Find Pricing Create Quote _____ Give Quote to Sales Rep			5 _____ Creating artwork If need _____ Adjust artwork for proof approval _____ Give art work to Sales
_____ Supervise project development			7 _____ Bring Pricing/Quote to Customer _____ Get Proof Approval _____ Artwork need changes _____ Bring back to Office Manager	_____ Change Artwork
_____ Discuss with Class Instructortor order items _____ Supervise project development _____ Assistant Production	8 _____ Create Work Order _____ If need to order items, Give to General Manager _____ Assistant Production	9 _____ Project Production	_____ Assistant Production	_____ Assistant Production
_____ Supervise project development		11 _____ Finish Order _____ Update Work Order _____ Give Work Order Form & Products to Office Manager	10 _____ Get leadtime & delivery date from Production Manager _____ Rely to customer if need	11 _____ take pictures of the completed order with the team.
_____ Supervise project development	12 _____ Create Invoice & Packing slip _____ Give Invoce & Packing Slip & Finish Products to Sale Rep		13 _____ Deliver order _____ Get Packing Slip Signed	
_____ Supervise project development	14 _____ Invoices to Customer		_____ Bring Signed Packing Slip to Office Manager	
15 _____ Hold Group Meeting _____ Evaluate the job				

THIS BOTTOM SECTION IS FOR SPYDER LAB MENTOR ONLY

This project has been updated to Student Website Portfolio by _____

Name of the Spyder Lab Mentor