

Task	Status	Allocated To	Completed By	Notes & Comments
home photo	Completed	ALL	-	tom to add himself to larger pic
Profile for every employee	Completed	Anna	Anna/ML	
why justify change the legal structure	Completed	JN	AG/JN	reference practices that made this change
define affordable and effective	Completed	AG	AG	marketing
who are our target audience - Developers, council, private clients	Completed	JN	ML/AG/JN	Future plan
what is the local competition?	Completed	JN	JN	location page
location page (seperate section) - About	Completed	JN	JN	
site map (website)	Completed	JB/JN	JN	
insurance cost	Completed	JB/JN	JB/JN	
change the colour.	Completed	ML	ML	
why logo? why name? Why website?	Completed	AG/ML	AG/ML	Colour Scheme
Screenshots	Completed	Anna	Anna	Instagram, Facebook, Twitter, etc
Letterheads, Branding	Completed	Anna	Anna	Create business cards, letterheads with logo

BRIEF REQS.

Ethos	Completed	ML	ML	review
Services	Completed	ML	ML	For every work stage 0-completion, printing costs,etc - charging client
Approach on Design	Completed	ML	ML/JN	review + update
Team Structure	Completed	Anna/ML	ML	review / add current
Contact Details	Completed			
Effectively summarise marketing and branding strategy	Completed	AG	AG/JN	
Elements of a business plan	Completed	AG/JB	AG/ML	
Studio History	Completed	AG/JN	AG	Projects - put into sections, add the fee bid proposal project

LEGAL FORMAT

Contracts of a legal agreement	Completed	TN	TN	LLC contract
RIBA , ARB Membership	Completed	TN	TN	

FINANCE

Diagrams	Completed	AG/Anna	AG/Anna	
Office	Completed	JN	JB/JN	Spreadsheet done, analysis to be written
Location	Completed	JN	JN	analysis
Insurance	Completed	JB/JN	JB/JN/TN	
Start up costs	Completed	JB/TN	JB	screenshots and text
RIBA Salaries, etc	Completed	CC	JN	Look up pay scales,etc
Projections of income - cash flow	Completed	JB/TN	JB/TN	screenshots and text
Marketing Strategy/Target Client	Completed	AG/Anna	AG/JN	Market size, trends, etc, RIBA membership (why it helps with marketing)
Marketing - Competitons, Website, etc	Completed	ML	JN	Brand representation - Dezeen, educational content on website(e.g how to gain planning approval)
Marketing Budget	Completed	AG/JB	JN/JB/AG	Analysis
BIM - Staff, equipment, collabs, budget	Completed	CC/ML	AG/ML	What is BIM? Pros and Cons, how do studio space use it
QA	Completed	CC	AG/ML	What is quality assurance? Pros and Cons
Funding Strategy	Completed	JB/TN	ML/AG	Loans, etc

ADDITIONAL

Fee Bid Proposal

Costing for ALL RIBA Stages	Completed	JB/TN	CC/TN/JN/JB	
Cover Letter	Completed	AG/JN	CC	
Design Team Hierarchy	Completed	ML	ML/CC	
Update Appendices	Completed	ALL	ALL	More Precedents
Programme of Works	Completed	ML	JN/AG	Month by Month? Similar to 410.1
Planning Rejection	Completed	TN	TN/CC	
Contract types	Completed	CC	CC	Compare different types of contract - D&B, Traditional
Minutes	Completed	TN/AG	TN/AG	
Agenda/To do List	Completed	AG/TN/JB/JN/ML	AG/TN/JB/JN/ML	
BCIS	Completed	CC	CC	Appendix

BIBLIOGRAPHY	Completed	TN	TN	
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