



INDIANA UNIVERSITY

SCHOOL OF MEDICINE
Department of Family Medicine

Process: Department of Family Medicine Design Work Order

Process Owner: Eric Kimes, Communications, Marketing & Technology Manager

Effective Date: June 27, 2016

Revision Date: September 1, 2019

Scope: General guidance for the request and submission of any graphical design work, including but not limited to presentations (poster/PowerPoint), flyers, folders, newsletters, promotional items, internet pages, etc., within the department. Clear requests and guidelines are keys to successful timelines. This document is designed for any faculty or staff member interested in graphical design work.

Process:

- 1) The requesting person has the primary contact complete the DFM Graphical Design work order and email to ekimes@iupui.edu
 - a. Note the minimum estimated business days below each project type serves as a guide to anticipate the due date. The minimum estimated times are assuming no other projects are in the queue and will be adjusted based on first-come, first-served basis.
 - b. If a draft is requested or desired before delivery of the final project, please include this request within the project description.
 - c. If any costs are involved, the appropriate account number must be included.
- 2) The Communications, Marketing & Technology Manager will assess the project and ask for any additional information if necessary, within 2 business days, to the primary contact.
- 3) Once all necessary information is obtained, the Communications, Marketing & Technology Manager will create a promised date and email this information to the primary contact within 2 business days. The goal of the promised date is to be on or as close to the project due date as possible, but not a guarantee.
 - a. If it is not possible to return completed project by project due date, a recommended alternative date will be suggested.
 - b. Business days are defined in this process by active working days within the office. Other obligations may extend the timeline and will be discussed at the time of request.
- 4) If a draft is requested, it will be sent to the primary contact via email, with a statement to approve and return draft by a specific date. Failure to return the approved draft in a timely manner may delay the final product.
- 5) Once the final project is completed, the Communications, Marketing & Technology Manager will deliver the final project to the primary contact and log the final project completed date.

If additional work is desired outside of the scope of original request, a new Design Work Order should be completed.

DFM Design Work Order

email form to Eric Kimes at ekimes@iupui.edu

Primary Contact: _____

Project Due Date (date do you need the final project): _____

Project Type:

Canvas
(minimum ~3 business days)

Newsletter
(minimum ~3 business weeks)

Poster
(minimum ~8 business days)

PowerPoint
(minimum ~3 business days)

Promotional Item
(minimum ~4-8 business weeks)

Web
(minimum ~2-5 business days)

Other _____

Project Description/Services Requested:

Do you have supplemental files? Yes No

(if yes, please attach final documents in email...no drafts)

Account(s) Number (if cost is involved): _____

INTERNAL USE ONLY

Date Received: _____

Date Promised: _____

Date Draft Sent for review (if applicable): _____

Date Draft Received (if applicable): _____

Final Project Complete: _____

Additional Notes: _____