Graphic Design Project Checklist

Project Name:

Client:

Project Description:

---

1. Project Planning

☐ Received and reviewed project brief

☐ Identified target audience

☐ Outlined deliverables & deadlines

☐ Gathered references & inspiration

2. Asset Collection

☐ Received logo & brand assets

☐ Gathered copy/text content

☐ Collected images & graphics

☐ Confirmed asset usage rights

3. Design & Development

☐ Developed initial concepts/sketches

☐ Created first draft design

☐ Internal review & feedback

☐ Made revisions as needed

4. Client Review

☐ Sent draft to client

☐
Received feedback

☐
Made final revisions

☐
Received client approval

5. Final Delivery

☐
Exported files in required formats

☐
Provided source files (if needed)

☐
Delivered files to client

☐
Archived project files

Notes: