Working with External Relations
Project Management

Project	ER Online Request Received	Content Needed	Copy writing	Research & Design	Proofing	Requesting Dept. Review	Make Dept. Changes	Requesting Dept. Approval	Print Estimate	RequestingDept. Approves Estimate	Files sent to Printer/ Other	Proof	Print	Delivery	Mailing Services/ Other	Deadline Range
Postcard	Day 1	Day 2	Day 2	Day 4	Day 5	Day 6	Day 7	Day 8	Day 10	Day 11	Day 12	Day 13	Day 14	Day 25	Day 16	7-16
eCard (sent internally)	Day 1	Day 2	Day 2	Day 5	Day 6	Day 7	Day 8	Day 9			Day 10					5-10
eCard (sent by DIS)	Day 1	Day 2	Day 2	Day 5	Day 6	Day 7	Day 8	Day 9			Day 10	Day 11			Day 12	5-12
Poster	Day 1	Day 2	Day 2	Day 5	Day 6	Day 7	Day 8	Day 9			Day 10		Day 13			6-13
Tri-fold	Day 1	Day 3	Day 3	Day 7	Day 8	Day 9	Day 10	Day 11	Day 13	Day 14	Day 15	Day 17	Day 20	Day 21		15-21
Flyer	Day 1	Day 2	Day 2	Day 4	Day 5	Day 6	Day 7	Day 8	Day 9							4-9
Viewbook	Day 1	Day 3	Day 3	Day 9	Day 10	Day 11	Day 13	Day 14	Day 17	Day 18	Day 19	Day 21	Day 24	Day 25		18-25
Gift Items	Day 1	Day 2		Day 3		Day 4	Day 5	Day 8						26-30		