The Things I Learned From A Well-Designed Business

Jason Byrne

1. Designed and implemented a Job Run Sheet. This document contains policy and procedures that Jason has adopted through advice from a combination of podcast guests.
2. Designed and implemented a Schedule of Fees. This document feeds directly from the Job Run Sheet and eliminates confusion and the unknown for the client.
3. Designed and implemented a questionnaire called: Creative Brief Questionnaire. This has also been inspired by several guests where they have expressed helpful questions and scenarios faced in the design process.
4. Designed and implemented a Graphic Timeline. Jason sends this back to the client as part of his return brief. It has proven as a useful tool for clients to visually countdown projects from start to completion.
5. Weekly email to all clients. Jason completes this document for himself each week to always know where each project is and now because of advice from podcast guests he emails it to the clients as well. This allows the client to understand the progress and the next steps required.