

Annual Report sample timeline

Date: July 2009
 Client: Volcorp
 Project: 7525 Annual Report

Detail	action by	responsibility
Copy:		
Supply approved copy: approx 600 words per page	COB 19/09	TN/Vol
Supply indication of story hierarchy - nominate 'highlight' stories.	COB 12/09	TN/Vol
Final copy for case studies and supporting stories	COB 19/09	TN/Vol
Images:		
Text: need supply of 4-5 images for each 'highlight' story	COB 19/09	Vol
Case studies: Need 1 'hero' image capable of reproduction @ A3 size and 5-10 smaller imagery other stories	COB 19/09	Vol
Design:		
Design	approved	
Supply of all approved copy, all graphs, tables and charts, images and financials	COB 19/09	TN/Vol
Supply of first pages	allow 10 working days	Designer
Volcorp review procedure, prepare comments for designer	allow 5 working days	Vol
Designer takes in 1st page amendments	allow 5 working days	Designer
Second pages submitted for approval		Designer
Volcorp review procedure	allow 3 working days	Vol
Designer takes in 1st page amendments	allow 3 working days	Designerl
Volcorp review procedure	allow 1 working day	Designerl
Pages signed off for print		Vol
Printed reports available for distribution	allow 10 working days	Designer
Annual General Meeting	4 days allowed as contingency	



Mackay Branson design
 3/362 Lt Bourke St Melb Vic 3000
 www.mbdesign.com.au
 T: 03 9604 6800

Contact:
 greg@mbdesign.com.au
 carol@mbdesign.com.au