

Use our “Graphic design project management template” if you are a designer or work in a design team to manage graphic projects or orders and schedule tasks.

The template contains fields for accounting for 3 projects; if necessary, they can be duplicated in the required quantity. In turn, each project/order block contains 3 mini-tables to manage it.

Block 1 is devoted to general data about the project and its customer:

Project name	Web-site "XXXXXX" design
Client name	Our Client
Start date	January 1, 2022
End date	April 30, 2022
Number of revision cycles	3
Design constraints	The design is based on that specific shade of orange, or on a complimentary color.

- “Project name” - in this field, you need to specify the name of the project/ order that you need to complete;
- “Client name” - in this field, enter the name of your customer for this project;
- “Start date” - in this field, you need to specify the start date for the implementation of this project;
- “End date” - in this field, similarly, you need to specify the end date by which the project must be completed and handed over;
- “Number of revision cycles” - in this field, you need to indicate the number of free revision cycles that you agreed with the customer;
- “Design constraints” - in this field, specify special wishes, restrictions, or requirements for the project from the customer.

Below is block 2, which is dedicated to the products that you need to complete during this project / order:

Product required	Description	Amount	Cost	Deadline
<input checked="" type="checkbox"/> Product 1	Desc 1	3	\$350.00	31-Jan-22
<input type="checkbox"/> Product 2				
<input checked="" type="checkbox"/> Product 3	Desc 3	5	\$150.00	28-Feb-22
<input checked="" type="checkbox"/> Product 4	Desc 4	6	\$1,000.00	30-Mar-22
<input type="checkbox"/> Product 5				
<input checked="" type="checkbox"/> Product 6	Desc 6	10	\$560.00	30-Apr-22
<input type="checkbox"/> Product 7				

- **“Product required”**. Let's say you have a list of products that you can produce, for example, flyers, booklets, reports, posters, etc. Here in this column, indicate the list of your products, and tick off the items you need to complete for this order. Such lines will be highlighted with a white background;
- **“Description”** - in this field, enter a detailed description of each of the ordered products;
- **“Amount”** - in this field, indicate the number of layouts that you need to develop for each of the products;
- **“Cost”** - in this field, specify the cost of each of the products of the order (their weight from the total cost of the order);
- **“Deadline”** - in this field, you must specify the deadline for the handover of each of the products (with a phased handover, the dates may differ from the overall project deadline).

Block 3 is devoted to managing the order fulfillment process and the distribution of tasks:

- **“Task”** - in this field, you need to describe in detail the tasks that you need to complete for the project (they may sound like “develop product layout No. 1”, or they can be more detailed);
- **“Description”** - in this field, specify important information for completing the task;
- **“Status”** - in this field, you need to select the appropriate value of the task execution status from the drop-down list

Accepted Request

In Progress

Out for approval

Final amends

Done

Payment Received

- **“Priority”** - in this column, you must also select the proper risk value from the drop-down list (**Low, Medium, or High**);
- **“Time needed”** - в этом столбце необходимо указать необходимое количество времени на выполнение каждой задачи;
- **“Time spent”** - in this column, you need to indicate the actual amount of time spent on each task. If the real value is greater than the planned one, the value will be red;
- **“Assigned to”** - in this column, you must specify the team member to whom you transfer this task to perform;
- **“Link”** - in this column, provide a link to completed documents.

An example of filling a table:

Task	Description	Status	Priority	Time needed	Time spent	Assigned to	Link
Task 1	Description 1	In Progress ▾	Low ▾	2:00	0:30	Jane	<a href="#">Google Drive</a>
Task 2	Description 2	Accepted Request ▾	Normal ▾	3:00	0:00	Christina	
Task 3	Description 3	Accepted Request ▾	Normal ▾	4:15	0:00	Pete	
Task 4	Description 4	In Progress ▾	High ▾	5:00	1:00	Christina	<a href="#">Google Drive</a>
Task 5	Description 5	In Progress ▾	High ▾	0:30	0:25	Amanda	
Task 6	Description 6	In Progress ▾	High ▾	0:45	0:40	Johnny	
Task 7	Description 7	In Progress ▾	Low ▾	6:00	5:15	Kate	<a href="#">Google Drive</a>