

Block Status Report - August 11, 2016							
Project	Status	Next Steps	Responsible	Agency Due Date	Agency Actual Dat	Client Due Date	Client Actual Date
Creative							
Website							
Homepage Mockup	Mockup delivered to client	Client Approval by 6/23/16 otherwise agency will proceed	Agency	6/16/2016	6/16/2016	6/23/2016	6/24/2016
20 Page Website	To be written & designed	Development Stage	Agency	7/29/2016	7/22/16	7/29/2016	8/1/2016
20 Page Website	To be written & designed	Send final website files for Client to launch	Agency/Client	8/22/2016	8/12/2016	COMPLETE	
Collateral							
Brochure	Brochure delivered to client	COMPLETE	Agency	6/23/2016	6/16/2016	6/23/2016	6/29/2016
	Updating edits and preparing final file	COMPLETE	Agency/Client	7/6/2016	7/6/2016	COMPLETE	
Folder	Created and sent to Client on 4/27	COMPLETE	Client		COMPLETE		
Folder Inserts (4)	Inserts delivered to client	COMPLETE	Agency	7/5/2016	6/22/2016	6/29/2016	COMPLETE