

PROJECT PORTFOLIO

Client: The Networking Institute, this client operates within the Networking, Speaking & Presenting, Diaspora and Philanthropy sector

Project: Launch new company product

Role: Creative Project Manager (virtual)

01

Start of project

Goal:

Creation & Launch of new product

Project dates:

April - December 2022

03

Individuals involved

COO: Project owner

CEO: Content Contributor

External Consultants:

- Learning specialist
- Visual Designer
- Videographer
- Marketing Specialist
- Sales Specialist
- Copywriter

05

My added value

I was able to be the translator and linchpin between all the different contributors. Offering project information and requirements in various formats to the various contributors. This ensures that all contributors are able to utilise the information in the best way for them individually.

07

Client review

As this project is still ongoing, there is no final client review yet.

02

Timeline

May 2022:

Definitions & Language established

July 2022:

- product 1 ready

September 2022:

- product 2 ready
- product 3 ready
- visuals ready

October 2022:

- all products ready

November 2022:

- launch event

04

KPIs

Definitions & Language established

Status



On time



Product 1 ready for print

Status



On time



Product 2 ready for publishing

Status



On time



Product 3 ready for distribution

Status



On time



Visuals ready

Status



On time



06

Tools used

- Nifty for Project Management
- Notion
- Excel for content lists
- Email-suite for communication
- G-suite