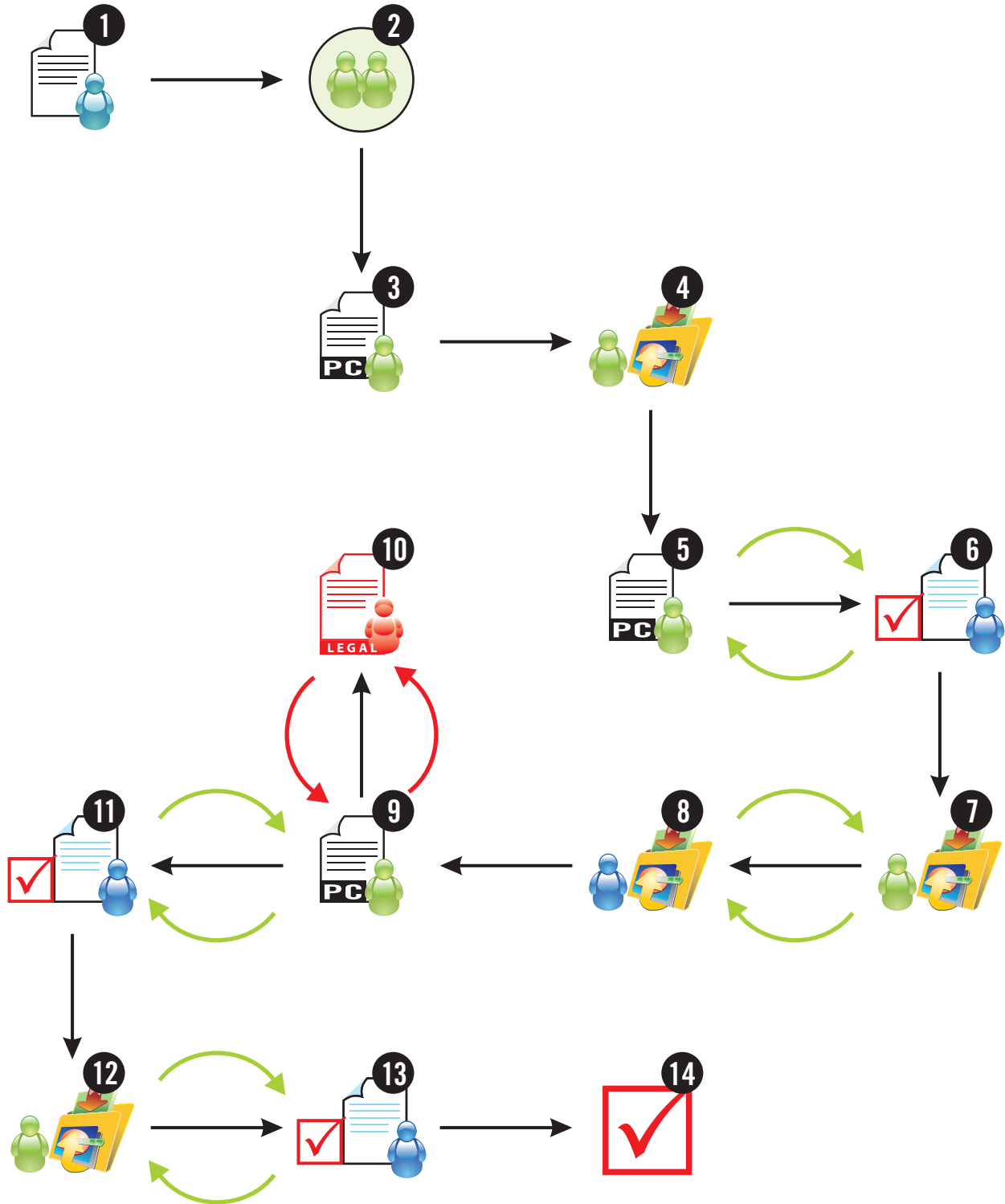


STI - Creative





Process Management

* Regular Projects



* All Projects quoted for 100 hours and more and not to be delivered within five working days

	Document sent from US office
	STI-CS - Design team
	STI-CS - Project Coordinator
	STI-CS - Analysis

	Client - Analysis
	Client - Accepts/Changes/Rejects
	Legal Division
	Final project approval

- 1 Project Initiation Document sent from the US office/Client in the prescribed format to the Production Director by mail.
- 2 STI-CS team receives the document .
- 3 A project coordinator is assigned with the project and the US office/Client is informed of the project coordinator's details.
- 4 CS team analyzes the project led by the respective project coordinator.
- 5 The project coordinator prepares an Initial Project Proposal based on the project initiation document.
- 6 The proposal is sent to the client for approval/changes based on STI-CS' understanding of the project.
- 7 A Technical/Creative questionnaire is prepared for detailed project requirement analysis and sent to the client along with the modifications (if necessary) to the proposal.

- 8 Client analyses the documents and sends back the questionnaire duly filled.
- 9 The respective project coordinator prepares the Project Quote and SOW (Scope of Work), reviewed by the Production Director. The documents are sent to the Legal Division for approval.
- 10 Legal Division approves/changes the Project Quote and SOW (Scope of Work).
- 11 Document sent to client. Client accepts/changes/rejects the Project Quote and SOW (Scope of Work).
- 12 The respective project coordinator prepares the Project Plan, reviewed by the Production Director. The documents are sent to the client.
- 13 Client reviews/changes/accepts the same.
- 14 Project kicks-off from the date mentioned in the Project Plan.