F*us*ion Graphi

Department: *Graphic Design Department*

Team's Strengths:
<<Insert team's strengths>>

The answer is below:
- *Schedule projects and define budget constraints*
- *Prepare rough drafts and present ideas*
- *Develop illustrations, logos and other designs using software or by hand*
- *Work with copywriters and graphic design manager to produce the final design*
- *Test graphics across various media*
- *Amend designs after feedback*
- *Ensure final graphics and layouts are visually appealing and on-brand*

The following two should not be included in the team's strengths:
- *Study design briefs and determine requirements*
- *Conceptualise visuals based on requirements*

Team's Objectives:
<<Insert team's objectives>>

The answer is below:

- *To achieve all KPIs*
- *To ensure there are no delays*
- *To ensure high-quality is being produced*

Task	Achieving KPI	Working Towards KPI	Establish new KPI	Action Step	Date	Review Date

Team Performance Plan

<<Insert task>>	<<Tick this box if the team is achieving the KPI>>	<<Tick this box if the team is working towards achieving this KPI>>	<<Establish KPI for the task in column 1 if the current KPI is not being achieved or needs to be updated>>	<<Describe the action step/s that need to be taken for the KPIs that are not being achieved>>	<<Insert today's date>>	<<Insert a date to review this plan>>
Study design briefs and determine requirements	✔		N/A		29.09.22	29.03.23 The review date needs to be six months after the completion date according to the organisation's policies and procedures.
Schedule projects and define budget constraints	✔		2 days New KPI needs to be established. Fewer days than the KPI that was established before. Anything under 3 days is an acceptable answer.		29.09.22	29.03.23
Conceptualise visuals based on requirements		✔	6 days [Anything above 5 days is an acceptable answer]	1. receive training from Senior Designers 2. shadow Michael in order to become more confident in	29.09.22	29.03.23

				doing it independently. *Students can choose one or both action steps.*		
Prepare rough drafts and present ideas	✓		*N/A*		*29.09.22*	*29.03.23*
Develop illustrations, logos and other designs using software or by hand		✓		*1. receive training from Senior Designers* *2. shadow Michael in order to become more confident in doing it independently.* *Students can choose one or both action steps.*	*29.09.22*	*29.03.23*
Work with copywriters and graphic design manager to produce the final design	✓ ✓		*N/A*		*29.09.22*	*29.03.23*
Test graphics across various media	✓		*N/A*		*29.09.22*	*29.03.23*

Amend designs after feedback	✓		*N/A*		*29.09.22*	*29.03.23*
Ensure final graphics and layouts are visually appealing and on-brand	✓		*N/A*		*29.09.22*	*29.03.23*