Bramble — Project Tracker 🐸

CLIENT [CLIENT NAME]   **PROPERTY** [PROPERTY NAME]   **START DATE** [DATE]

TARGET LAUNCH [DATE]

✓	PHASE	TASK	TARGET	DONE	NOTES
☐	**Discovery**	Initial enquiry received			
☐		Discovery call completed			
☐		Site visit booked			
☐	**Proposal**	Proposal sent			
☐		Proposal accepted / signed			
☐		First payment received (50%)			
☐	**Site Visit**	Pre-visit questionnaire sent			
☐		Pre-visit questionnaire returned			
☐		Site visit completed			
☐		Staff interviews completed			
☐		Photography captured			
☐		GPS points logged			
☐	**Content Creation**	Recordings transcribed			
☐		Stories drafted			
☐		Photos edited			
☐		Audio produced (if applicable)			
☐	**Map Build**	Map built with all story points			
☐		GPS triggers configured			
☐		Device testing complete			
☐	**Review**	Preview shared with client			
☐		Client feedback received (R1)			
☐		Revisions applied			
☐		Client feedback received (R2)			
☐		Final sign-off			
☐	**Launch**	QR codes / print materials prepared			
☐		Staff briefing delivered			
☐		Map live			
☐		Final payment received (50%)			
☐	**Post-Launch**	2-week check-in			

✓	PHASE	TASK	TARGET	DONE	NOTES
☐		1-month review			
☐		First seasonal refresh			

CLIENT CONTACT
[Name] · [Email] · [Phone]

BRAMBLE LEAD
[Name] · [Email] · [Phone]

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