

# INTERIOR DESIGN STANDARD

## Project Process Checklist

\_\_\_ Download the **Full Service Project Process Template** from Templana and upload it to your personal Asana

\_\_\_ Duplicated the **Full Service Project Process Template** as soon as it uploads, rename this to the HOF version. Then duplicate it again, rename this to be your template and customize it like we did for the Potential Client Process template

\_\_\_ Locate the tags “Interior Designer, Lead Designer, Principal Designer” in your custom Asana template. Remove or add tags as needed

\_\_\_ Download the **Project Timeline PDF** to help guide you as you work through the Asana tasks

\_\_\_ Save all resources to your Google Drive for quick and easy reference