

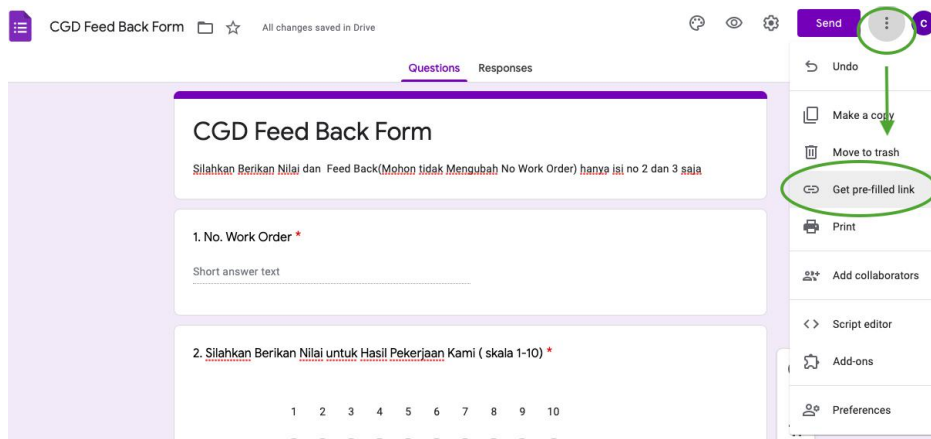
Number Of Reference	:	
Title	:	SOP workflow Alur Kerja Creative Graphic Designer
Dimension	:	Marketing
Updated On	:	10 Dec 2020

SOP workflow Alur Kerja Creative Graphic Designer

1. Penerimaan Design Request Form disertai Brief/penjelasan(jika diperlukan)
Memberikan Link Design Request Form ke Tim yang meminta
Link : <https://forms.gle/UbTVcYLKLRktCpaaA>
2. Proses Produksi
3. Pemberian Alternatif dari Hasil desain serta Presenting (Jika Diperlukan)
4. Revisi/Finishng
5. Publish/ Deliver dan Pengisian Feed Back Form

Cara pengisian Feed Back Form

1. Buka Link Feed Back Form : <https://forms.gle/GXU3PAnNsR7fWyZU9>
2. Isi No Work Order
3. Berikan Prefilled Link ke



Weekly Presenting Schedule For Digital Marketing Content :

1. Week 1

CGD

- ✓ Present Content For Week 2
- ✓ Content idea for This Month Concept
- ✓ Give Feed back or Idea For Marketing Concept week 3

2. Week 2

- ✓ Present Concept For Week 3
- ✓ Give Feed back or Idea For Marketing Concept week 4

3. Week 3

- ✓ Present Concept for Week 4
- ✓ Give Feed back or Idea For Marketing Concept week 1& Next Month

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4. Week 4

- ✓ Present Concept for Week 1
- ✓ Give Feed back or Idea For Marketing Concept week 1
- ✓ Present Concept For Week 1 (