Project Board Status Descriptions

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If you've received a live project board from your Project Manager, you'll notice each project has a status.

Here is a list of all possible Status' and their meaning.

Airtable Statuses

1. **Need to Start** – job has not yet been started
2. **Research/Discovery** – kick off call scheduled in preparation to begin work on a job
3. **Awaiting Content** – waiting on content from the client
4. **Partial Content Received** – we have only received a portion of the content needed for the job
5. **Content Review (PM)** – PM team is vetting copy, visual assets, links, and any items need for the job
6. **Copywriting** – copy is being written either internally or with a freelance copywriter
7. **Copy Review (Internal)** – copy is being reviewed internally
8. **Copy with Client** – copy has been sent to client for review
9. **Copy Edits** – copy team is working on edits from the client
10. **Recording** – video is being recorded
11. **Ready for Creative** – the content has been vetted and is now ready for the creative team to begin design
12. **With Creative** – the job is with creative
13. **CD/AD Review** – the design is being reviewed by Art Director/Creative Director

14. **Proofreading** – the job is with the proofreader

15. **Creative Edits (Internal)** – creative team is making edits prior to sending to the client

16. **With Client (Ashore)** – job is now with client for review (print, social graphics, individual web assets)

17. **With Client** – the job is now with client for review (emails, websites)

18. **Creative Edits (Client)** – client has submitted edits and creative team is working on them

19. **Ready for List/Data** – the job is now ready for a list/targeting

20. **With Data Team** – data is being processed by data team

21. **Data Review** – data for the job is being reviewed by data team

22. **Proofing** – the job is now being proofed by the client (this also includes the vdp phase)

23. **In Production** – the job is being printed, prepped for mailing

24. **With Production Vendor** – the job has been sent out to one of our preferred vendors

25. **Ready to Schedule** – email is ready to be scheduled

26. **Scheduled** – email has been scheduled

27. **Completed** – job done!

28. **Delayed** – job has been put on hold or client has become non-responsive

29. **Canceled** – job has been canceled per client, marked in MIS

30. **Investigating New Direction** – team/client is looking at new strategy for specific job