

HOW TO WORK WITH BLUEMELON



1.

Learn a little bit about who we are:

Check out our website, our portfolio, client testimonials, and case studies to get a feel for our style, expertise, and capabilities. It's important to see if we're the right fit for you.

2.

Define your project objectives:

Clearly define your project goals, objectives, target audience, and budget.

It's super easy and clear for us to provide a scope of work when we know what you're trying to accomplish.

Or, if you're not quite sure, give us as much possible detail as you can so we can try and help you fill in some of the gaps.

3.

Reach out, let's chat:

Contact us through our website contact form or services page to book a call to express your interest in working with us.

Provide an overview of your project including all those objectives, your audience and your budget.

Email us direct on
info@bluemelondesign.com



4.

We'll schedule some time to chat and learn about each other:

Together, we can arrange a discovery call or meeting to chat about your project. We're based out in Manly, Sydney, so you could always pop out for a swim and chat?

Before our meeting we love to do little dives into your brand and business, so anything you can send us to give us context and insight is super helpful! You can send these via email or request a google drive folder to upload large documents into - the more the merrier.



5.

Time to send us a brief:

Okay, now that we know each other a little better, it's time for us to get a formal brief from you.

In your brief you can include all the things you want our support with, your main objectives, the timeframes you want things done in and then possibly the things you'll do in-house yourself (exclusions from the scope).

We'll then send you a Scope of Work (SOW)

6.

Check out the SOW and chat about it:

Review the SOW, check out timelines, pricing, payment terms, and any other terms and conditions.

If necessary, negotiate terms to ensure they align within your budget, timeline and project requirements.

7.

Sign, sealed but not quite yet delivered:

Once we've all agreed on the terms, sign the SOW with us.

You can then send us a purchase order, if that works for your business, we'll draw up an invoice.

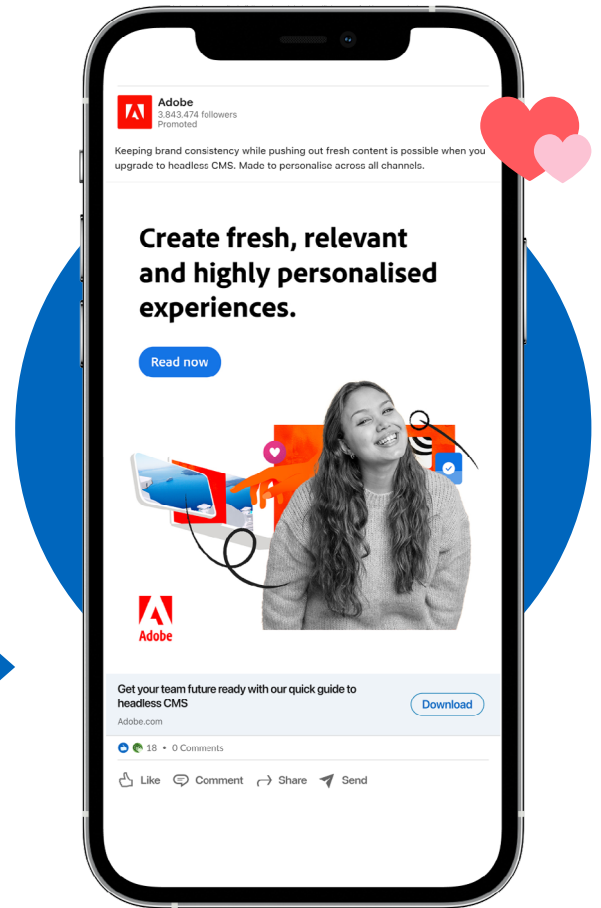
You'll make your first deposit or advance payment to lock in the partnership and kick-off work together.

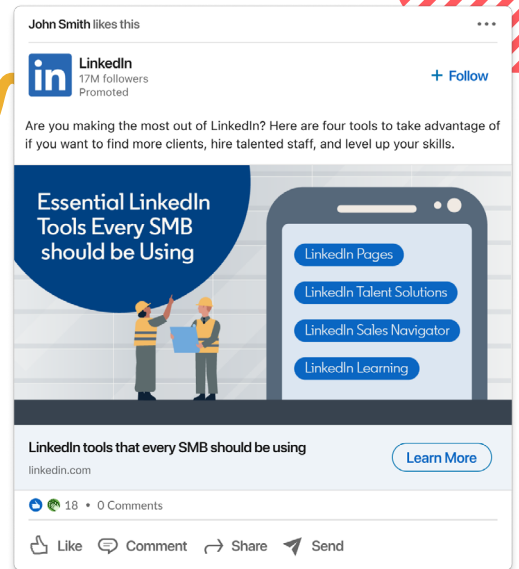
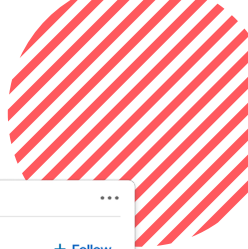
8.

Kick-off meeting and onboarding:

We'll schedule a kick-off meeting to discuss project milestones, communication channels, and any additional requirements.

Provide access to relevant resources, such as brand guidelines, assets, and stakeholders to include in the project.





9.

Project management:

Our Project Managers will create project trackers to register what stage all of the parts of your project are at with live status updates.

You'll be kept up to date usually through email or sometimes we'll share a Slack channel together.

10.

Collaboration:

Collaborate closely with us throughout the project, providing feedback and direction as needed. You can do so via email, or leaving comments on the master presentations for your project.

We'll usually have a regular scheduled Work in Progress (WIP) meeting too. You can provide feedback there if needed.

11.

Reviewing and feedback process:

You'll be able to review design concepts, copy, content, strategies and deliverables provided by BlueMelon Design at key milestones and throughout the project.

We'll ask you for feedback and revisions along the way to ensure the final deliverables meet your expectations and objectives. After all, feedback and collaboration are what make the project fun and powerful.

12.

Approval process:

Finalise the project by approving the completed deliverables. Once something is approved, we'll update this in our trackers so you can easily find all approved content and materials.

We'll hand over all deliverables in a tracker for easy access during and post the project.

13.

Tell us how we did:

After your project is complete we'll follow up to see how things are going and ask for a testimonial. We want you to provide honest, candid and open feedback so we can continue to improve and collaborate on future projects together.

We'd love your evaluation on the collaboration with us based on the quality of work, communication, results, ease of work, organisation and overall satisfaction with the project outcome.



This process is a great way for us to collaborate and work together! We've honed how we work over the last decade or so, working with some of the biggest global tech brands in the world. We look forward to collaborating with you too!

Email us direct on
info@bluemelondesign.com

BOOK A CALL

BLUEMELON
brand + content + digital