

# Simplex3

Fall 2018 catalog

AS OF 10/23

Project Start Date: 9/19/2018

Scrolling Increment: 33

Legend:

Tasks
Mail
Email
IPT
In-home

Milestone Description	Assigned To	Progress	Start	No. Days
<b>Catalog Print</b>				
Paper Samples	Jean	100%	9/19/2018	1
Artwork load	Jean	100%	9/20/2018	1
Catalog Print	Knepper	100%	10/10/2018	7
<b>Mailing</b>				
List Order	Gary	100%	9/21/2018	1
Data Process	Jean	100%	10/10/2018	6
Lettershop	Jean	0%	10/23/2018	4
Informed Del prep	Gary	100%	10/2/2018	8
Informed Del ad	Michelle	50%	10/4/2018	2
Mail Date		0%	10/26/2018	1
In-home / ID		0%	10/30/2018	15
<b>Emails</b>				
Email copy due	Michelle	100%	10/4/2018	1
Triggered EM1 Del+5	Michelle		11/5/2018	15
Black Friday/Cyber EM2	Michelle		11/22/2018	1
Last Day Ship EM3	Michelle		12/13/2018	1
<b>IPT</b>				
IPT ads due	Michelle	100%	10/4/2018	1
First range	Mike		11/1/2018	5
Second range	Mike		11/22/2018	5
Third range	Mike		12/13/2018	5

