Success Start Program

ProofHQ's Success Start Program gives you a professional setup of your ProofHQ account, assistance with designing your review and approval workflow and complete training documentation for your team. The Success Start Program is a great way to implement ProofHQ quickly and efficiently.

The Success Start Program will get you fully operational in just three workshop sessions:

- The Discovery Workshop gives us an opportunity to gain an in-depth understanding of your current workflow and allows us to provide you with guidance in ProofHQ setup

- The Setup Deployment Workshop is dedicated to configuring your account to best support your workflow

- The Workflow Deployment Workshop will take you through a step by step process of your workflow in ProofHQ

After these workshops, you will receive a complete training record called a Deployment Document that describes your workflow and details how to configure ProofHQ to support that workflow. This document will provide your review team and future users with clear guidelines for using ProofHQ.

ProofHQ customers see a return-on-investment very quickly with minimal training. The average payback period after introducing online proofing is less than four weeks, regardless of industry or proofing workload. The Success Start Program will help you implement ProofHQ easily, maximize a positive user experience for your team and achieve a fast return-on-investment.

"From the time our company began looking at ProofHQ your employees have been incredibly responsive and helpful. Through the testing, setup, and implementation I have been able to move forward with confidence, knowing that if I need any help your team is only a phone call away and is always eager and willing to help. You guys proved that you are willing to go above and beyond to help a customer in need. In this case it involved modifying some data in the actual tables for us. Our Executive Committee is thrilled with how quickly our employees and customers have adopted this system and I would like to thank all ProofHQ staff for their help in making the transition as smooth as possible."

Joe Purnell, IT/Systems Administrator, Henson Group Sports

Discovery Workshop Questionnaire

To give you an idea of how the Success Start Program works we have provided a set of questions that the Discovery Workshop focuses on. The questionnaire is completed beforehand and developed in detail during the session.

You and your organization

1. Introductions - names and positions

2. Describe your core business.

3. Where are you located? Which locale and/or sites is ProofHQ being deployed in?

Your work

4. What types of marketing work do you do, i.e. brochures, web pages, packaging, newsletters?

5. Which media types are proofed e.g. PDF, Office docs, AV?

Your current workflow

6. How is the proofing process currently managed? What groups participate in the review and approval process? What are the main problems with the current process? What are the main drivers for moving to online proofing?

Your ProofHQ Workflow

7. Will you need to share proofs without getting feedback on them?

8. How do projects start? Do clients submit a brief or form? Is there a standard process?

9. Who will produce the design work? Will design work be produced by staff or people outside the organization?

10. Who will create proofs? For example, will the designer send the design work to a studio manager, project manager or account manager to upload?

11. Who will manage the approval process? Will it be managed by the designer, an account manager, a project manager or someone else?

12. Is there any part of the workflow where proofs are routed to a shared inbox rather than a one person?

13. Will the same designer do revisions, or will other designers work on the same proof?

14. Will there be internal approval before external approval? If so, what percentage of time will be spent on revisions before proofs are sent to external people?

15. How many rounds of revisions are there currently?

16. Who are the participants in the workflow and what will their permission profiles and proof roles be?

17. Will customization of the decisions buttons be required? (Standard: Approved, Approved with Changes, Changes Required, Not Relevant.) Will decision reasons be required? Will further text boxes be required for all/some decision reasons?

18. Will all reviewers be required to make a formal decision?

19. Will there be a final decision maker? Will there be a primary decision maker?

20. What level of email notification will be required by each participant in the workflow?

21. Will any reviewers need to share the proof with other reviewers?

22. Will external participants in the workflow need a login?

23. Will reviewers be working in parallel or sequentially? If it is sequentially, what is the hierarchy?

24. How will the proof owner track decisions? Will you use a dashboard, or do you prefer email notifications? Does the proof owner want to be kept informed during the proofing process, or only when the final decision is made?

Your data structure

25. What is the naming convention for proofs?

26. Will proofs be organized in folders? If so, what is the folder structure? What is the naming convention for folders?

27. Will you use tags to add keywords to proofs and files?

28. Do you need any custom fields?

29. Are any reports required from the system?

30. Are there any integration requirements?

About ProofHQ

ProofHQ is an online proofing solution for marketing teams of any size in any industry who need to deliver marketing projects faster and more efficiently. Unlike email and hardcopy proofing, ProofHQ enables review teams to collaborate simultaneously on creative content. ProofHQ streamlines approval workflow and can be used across all media including print, digital and audiovisual. It measurably speeds up project delivery and significantly reduces management time, revisions, errors and costs.