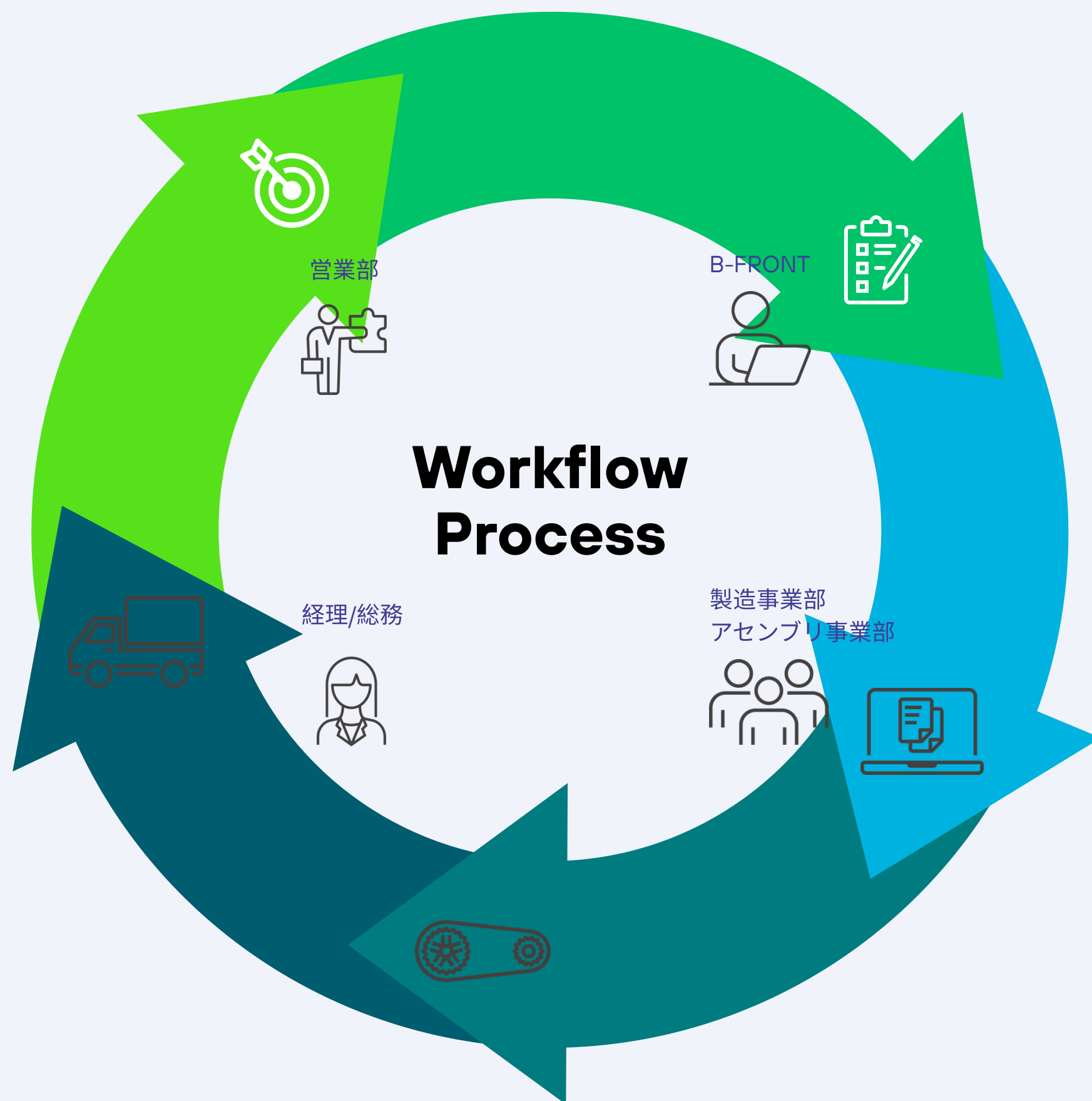




プランニング・商談

01

- ・課題解決提案
- ・お問合せ対応
- ・御見積

デザイン 設計

02

- ・デザイン案
- ・設計/サンプル作成
- ・校正

プリプレス・発注

03

- ・レイアウト調整
- ・データ編集・文字構成
- ・出力（刷版）
- ・資材発注/外注手配
- ・スケジューリング

製造

04

- ・オフセット/デジタル印刷
- ・打抜/穴あけ
- ・製本（断裁・丁合）
- ・箔押し・グルワー
- ・折加工・ラベラー
- ・Wリング
- ・組立/加工
- ・検査

デリバリー

05

- ・配送
- ・請求/支払い
- ・アフターフォロー

Workflow Steps Guide

Five steps ensure structured yet flexible project flow

Set Goals



Clarify the project's overall purpose and establish specific, measurable targets.

01

Plan Iteration



Organize short phases with clearly defined, achievable, and realistic objectives.

02

Assign Tasks



Distribute responsibilities based on individual expertise and specific roles.

03

Track Progress



Monitor ongoing activities and swiftly resolve any emerging blockers.

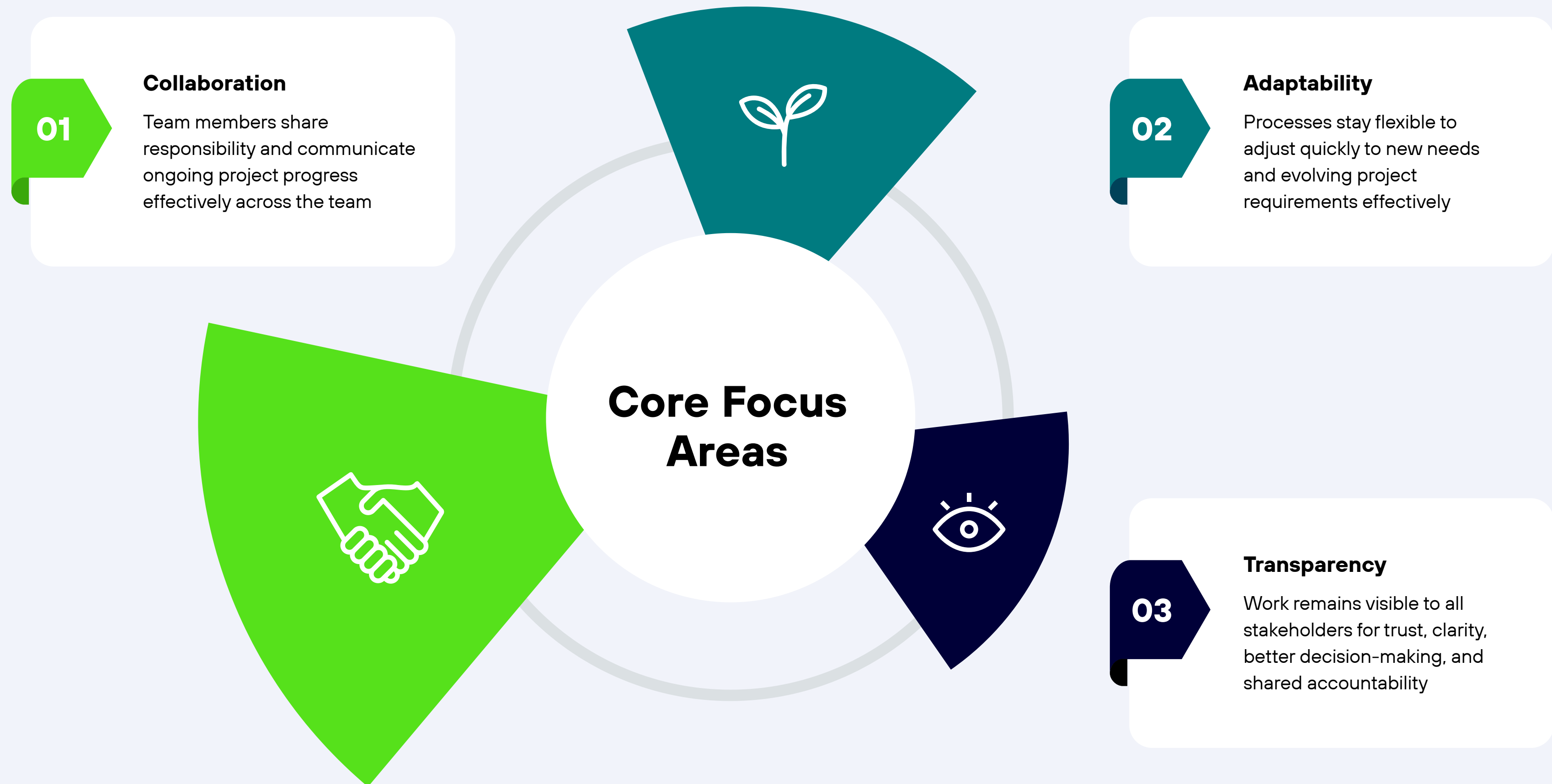
04

Evaluate Results



Review the outcomes regularly to accurately measure progress and ensure alignment.

05



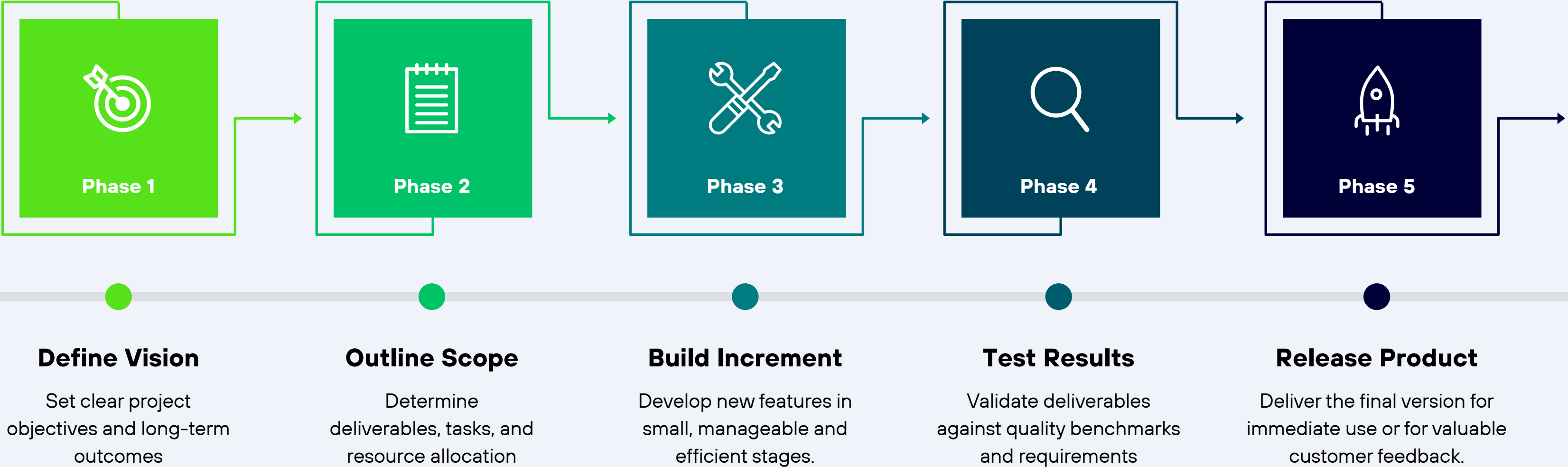
Iterative Cycle Flow

Five repeating steps drive ongoing development success



Project Timeline Path

Five sequential phases mark project progress milestones

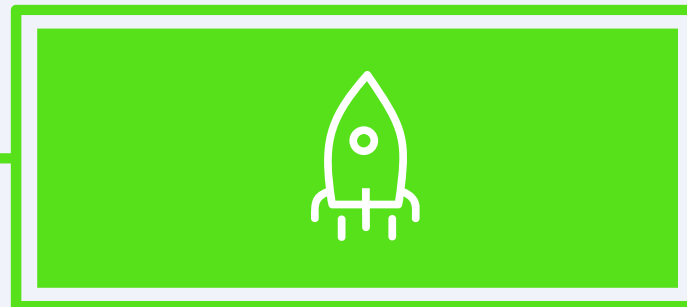


Key Project Benefits

Four advantages highlight workflow impact on outcomes

Faster Delivery

Projects progress more quickly with smaller, frequent incremental releases.



01

Better Quality

Testing meticulously ensures higher product reliability and performance.



02

Higher Flexibility

Teams can adapt incredibly easily to new requirements or unexpected changes.



03

Stronger Engagement

Frequent and effective collaboration builds better stakeholder involvement.



04

Defined Team Roles

Four distinct roles support effective collaboration



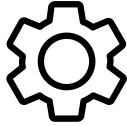
01



Product Owner
Manages priorities and defines project vision clearly



02



Scrum Master
Guides process, removes blockers, and ensures focus



03



Development Team
Executes tasks and builds features collaboratively



04



Stakeholders
Provide requirements, feedback, and final approvals



Workflow Gears Motion

Six gears represent connected activities in action

1 Plan Work

Prepare deliverables with clear timelines, goals, and defined priorities

2 Design Features

Detail task requirements and expected outcomes with greater precision

3 Develop Tasks

Implement assigned activities to build and deliver core features

4 Test Outputs

Review product elements for accuracy, usability, and overall quality

5 Gather Feedback

Engage users and stakeholders for insights, improvements, and validation

6 Refine Cycle

Update processes and product consistently for sustainable continuous growth



Delivery Roadmap Plan

Five phases guide progress toward final release

- 

Start Project

Kick-off meetings align all stakeholders, teams, and project objectives
- 

First Sprint

Initial development cycle delivers early, usable, and testable results
- 

Mid Review

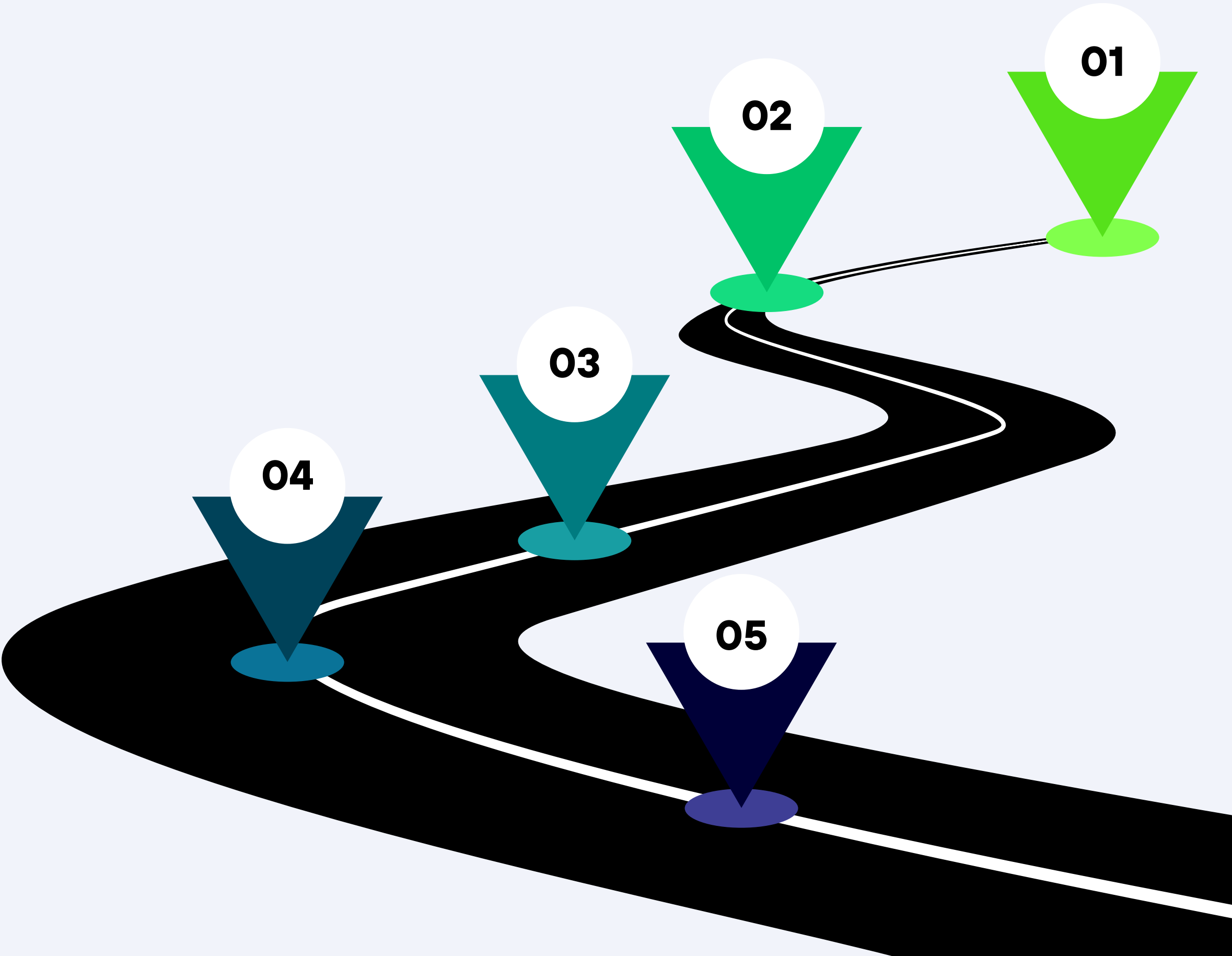
Evaluate progress carefully and adjust project plans if required
- 

Final Sprint

Last iteration ensures complete deliverables are successfully achieved
- 

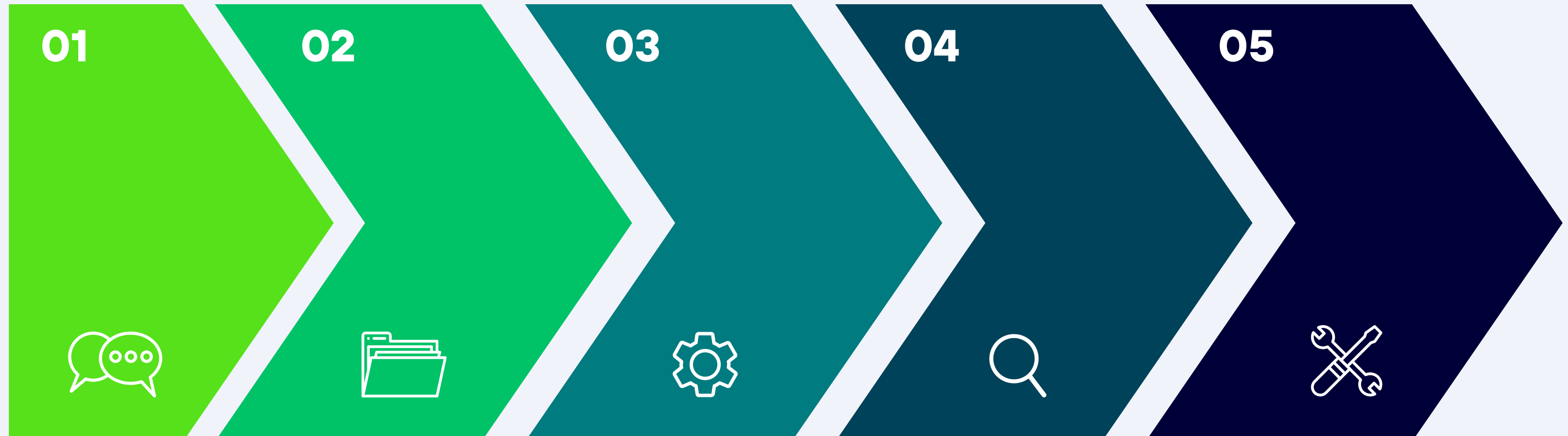
Launch Release

Final product version is delivered to customers for immediate use



Continuous Flow Steps

Five actions keep projects moving effectively



Collect Input

Gather detailed requirements and stakeholder expectations early on.



Organize Work

Structure tasks clearly and efficiently within the organized project backlog.



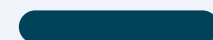
Execute Plan

Carry out essential tasks during sprint cycles consistently and efficiently.



Check Results

Measure significant progress against clearly defined goals and established quality standards.



Improve Process

Apply valuable learnings to significantly enhance team efficiency continuously.

