

**Core Print Pieces**

- What print pieces do we produce every year, no matter what?
(Invoices, statements, annual reports, event programs, booklets, notices)

Time-Sensitive Projects

- Which projects are deadline-driven or critical?
- What are the risks/costs if these are delayed?

Recurring Print Jobs

- Which print projects recur monthly, quarterly, or seasonally?
- Are there predictable spikes tied to events, campaigns, or reporting-cycles.

Early Design & Approvals

- Which projects could benefit from early design, templates, or pre-approval?
- Which jobs tend to be last-minute rushes—and why?

Cost Savings Opportunities

- Can we bundle print runs to reduce setup, production, or postage costs?
- Can multiple departments or campaigns share formats, paper, or schedules?

Variable Data & Personalization

- Which projects require variable data or personalization?
- How far in advance does data need to be finalized and validated?

Quarterly Projects

- What do we produce every quarter?
- What internal deadlines should be set for these?

Proofing & Production Time

- How much time should be allowed for proofing, revisions, and approvals?
- Is there an internal process in place to avoid delays?

