

Bill Wolff
COM 372, Spring 2026
Final Submission Checklist

Please ensure your Final Work has the following required components. First, however, due dates:

Sat, May 2 by 11:00pm: Final Group and Individual Work Completed, named correctly, and added to correct folders

Sun, May 3 by 11:00pm: Final Engagement and Presence / Final Reflections

Mon, May 4 by noon: Send email to the client (be sure to CC Bill)

You must make sure that the Final Redesign Deliverables folder contains:

- ☐ **Creative Brief folder** (and all that was previously in it)
- ☐ **Redesign Work folder**, which has within it
 - Final Redesign Memo file
 - Final Sitemap file
- ☐ a **Sketches folder**, which has all the sketches named
 - page-name-computer-sketch-initials.png
 - page-name-phone-sketch-initials.png
- ☐ a **Wireframes folder**, which has all the sketches named
 - page-name-computer-wireframe-initials.png
 - page-name-phone-wireframe-initials.png
- ☐ a **Final Mockups folder**, which has all the sketches named
 - page-name-computer-mockup-initials.png
 - page-name-phone-mockup-initials.png

You must make sure that:

- ☐ All files have been **exported or saved** from the software and are **not screenshots**
- ☐ The word “initials” in the above file names has been replaced with the initials of student who did the work (if Bill created the work, it would read bw)
- ☐ Comments Bill recently added to docs in the **Creative Brief** folder have been **corrected and resolved**
- ☐ All mockups have **the same exact** headings, navigation, and footers
- ☐ All mockups use **the same exact** fonts and font sizes for each usage (headers, body text, etc.)
- ☐ All documents are free from spelling mistakes and typos
- ☐ All file names are **created exactly** as written in the assignment
- ☐ All files and folders are in the proper location
- ☐ The client has permission to see all the materials in each of the folders

Irregularities in naming and inconsistencies across designs signify a lack of professionalism. They will result in deductions from your final individual project grade.