Mango Tree holds a start-up meeting with you to gather background information on what you’re doing, who you’re working with, what you want to achieve and how we can help you.

2 We put together a project brief based on our discussion. This outlines critical information for your stakeholders and our team.

3 In many cases a technical meeting is scheduled with your key players and our creative team. For bigger projects this can also include procurement officers, country directors and/or program staff. In the second meeting we tackle unanswered questions about content, timelines, budgets and risks.

4 Next, we revise the project brief, agree on contract terms and prepare an invoice. Work begins after we agree on the project brief and your organization makes a down payment.

5 Depending on where your project falls in our P-Process, we will either begin by conducting a situational analysis, a strategic design or by developing the first draft of the tool(s).

6 We want you to be satisfied with your end product. That’s why we will never produce a material without giving you at least 2 reviews. We strongly encourage everyone to pre-test their materials with the second draft of the tools. We achieve the best results when both your stakeholders and ours attend the pre-test. This allows us to observe the audience’s reaction, discuss the findings and agree on material revisions that keep sight of the overall objectives.

7 After the pre-test there is time allocated for finalizing artwork and making the last revisions or final prototypes.

8 With your final written approval, we produce your materials to the agreed specifications in the project brief.

9 While production is underway, many clients hire us to conduct a training of trainers to ensure that their products are used most effectively in the field.

10 Our production team delivers to your Kampala office for free or ships the materials as arranged in the project brief. After you have received and checked your products, we ask for the final payment within 2 weeks of delivery.