

You are the gatekeeper.

You shall not pass up the opportunity to have a smooth and efficient project process

This is your quest.

We're honored to be embarking on this epic project with you. As your project's gatekeeper, you're tasked with some important responsibilities to keep everything on track and within scope.

Enlighten your stakeholders regarding the Lemonly process

- ✔ This is especially important if some members of your team weren't on the kickoff call.
- ✔ We have a **blog post** to help explain the process, but it's basically:



Act as the main point of contact for all Lemonly communication

- ✔ Having one point of contact helps streamline communication on both sides.
- ✔ We'll let you know when something is ready for your crew's review — you let us know when everyone's feedback is complete and consolidated.






Bestow drafts upon the appropriate stakeholders for feedback and approval

- ✔ Waiting until your project is fully designed to bring in important stakeholders might lead to out-of-scope rework and affect your timeline.
- ✔ If you're not sure when to loop in stakeholders for feedback, ask your Lemonly account executive.

Clarify lingering questions or unspecified direction in your feedback before sending it to us

As you're reviewing feedback, keep an eye out for:

-  Open-ended questions
-  Contradictory comments from different teammates
-  Discussion between teammates without a definitive resolution

If you see those things, please provide a clear answer **or** specify if you want Lemonly to make the call. We're always happy to make recommendations!

Fulfilling your all-important role as your project's gatekeeper means we can address any feedback you have clearly and efficiently, helping keep your project moving smoothly.

We can't wait to take on this adventure with you.

Reach out to your Lemonly account executive if you have questions!