

K U R O K I N

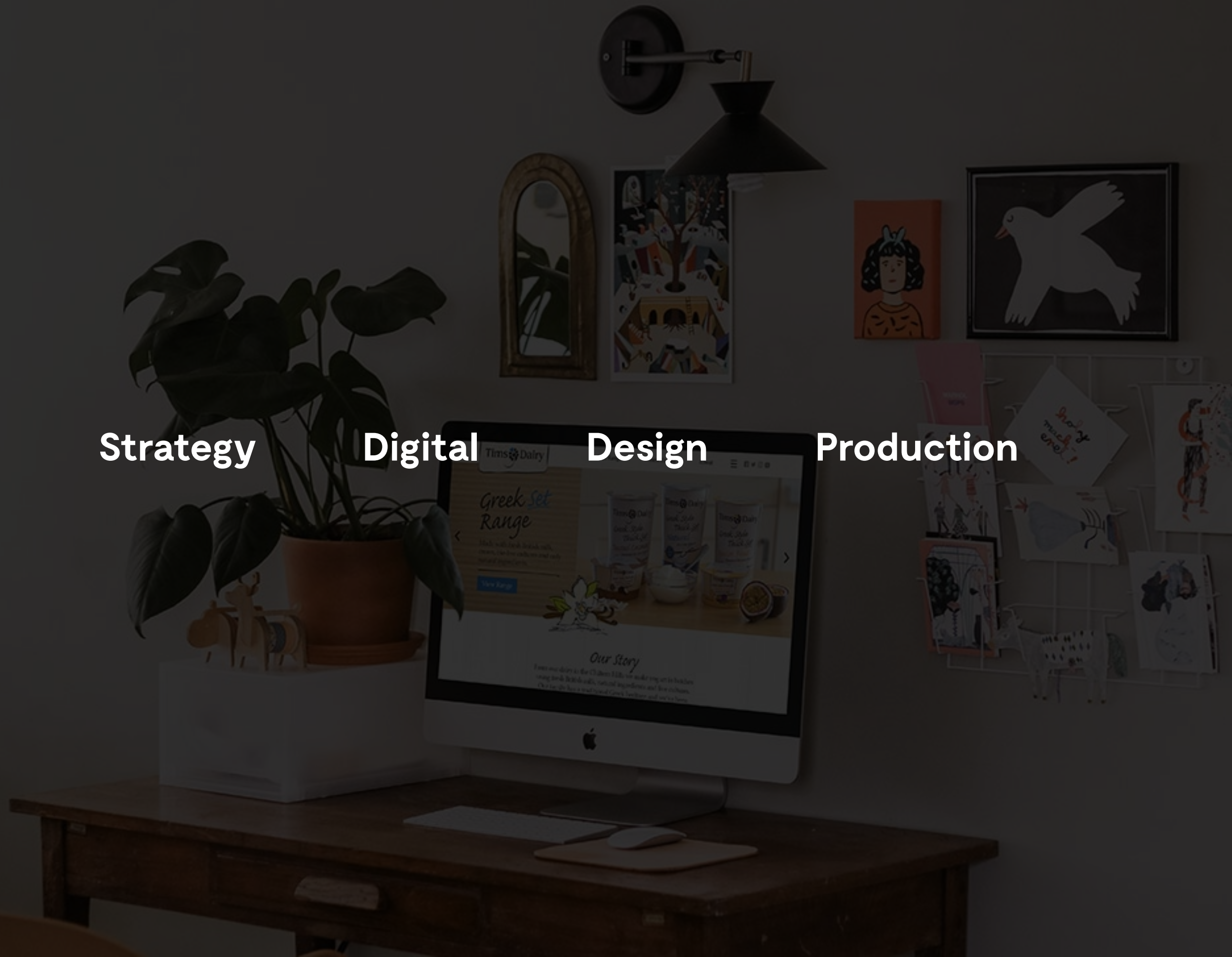
Onboarding with Kuro Kin

Strategy

Digital

Design

Production



Hi!

Nice to meet you, we're Kuro Kin.

Thanks for choosing our firm to go ahead with your project, we're super excited to get started, but before we do we've put together an onboarding document that will help outline our process.

FRAMEWORK

Framework

We execute a framework that's been fine tuned to consistently deliver results, diagnosing with you to design and develop successful digital products.

DISCOVERY

(1-2 weeks)

The discovery phase is where we map out the specific scope of your project. Understanding your users, aligning your brand and business objectives together defining the project scope and deliverables.

DESIGN

(2-4 weeks)

We take everything we learnt from the discovery phase and design the deliverables. These range from initial branding concepts, wireframes and user journeys to fully designed experiences in the form of working prototypes.

DEVELOPMENT

(2-8 weeks)

We then build, review and test the deliverables to ensure the highest quality assurance. Everything we do is built with mobiles and tablets in mind, creating responsive sites that work wonderfully across devices.

TIMELINE, STATEMENT OF WORK & FEEDBACK

Timelines

We run on weekly timelines defined by the statement of work during the discovery phase.

Each timeline is agreed upfront for the deliverables and requires **two weeks notice** of desired timeline changes.

Timelines are defined and agreed within a single document and split into Trello tasks.

Statement of Work

The discovery phase outlines the entire project deliverables, this is then split into logical phases and key milestones. A statement of work (SOW) is created to define the full scope of the project that Kuro Kin will deliver and is the main contract between both parties.

The SOW document requires client signature and agreement before progressing to next steps.

Weekly deliverables are then defined for the end-to-end project life cycle.

Feedback

We run a **maximum of 2 feedback cycles** on each deliverable and require this in written form within a consolidated document, each document counts as one feedback cycle.

Feedback documents should be provided as a Word Doc or similar, with detailed notes describing each action point. This helps us define the next set of tasks and works well with very specific action points e.g. “change the font size” but the opposite “make it pop” makes it really difficult to base the next iteration from.

Once the maximum is reached and further feedback is required there will be a change request cost and defined in a statement of work.

INVOICES

Invoices

We require invoices to be paid up front as outlined in the proposal and statement of work prior to engagement.

An invoice will be sent out from our accounts team email accounts@kurokin.uk with details on how to pay.

CONTACTS

Contacts

Communication is an integrable part of the process, here are the main contacts you'll need throughout the project.

ROB CORNISH

Founder & Digital Product Designer

01682 876 160

rob@kurokin.uk

POLO LAM

Founder & Strategic Director

01682 876 221

polo@kurokin.uk

GENERAL ENQUIRIES

Starting something new?

01682 876 160

hello@kurokin.uk

TERMS & CONDITIONS

Terms & Conditions

You can find the latest terms & conditions available online:

<https://kurokin.uk/legals>

