white book
Internal Rules & Policies

Version 12.10
May 30, 2019

Welcome

Dear Collegues,

Art1st was named Art First more than 30 years ago, in 1989,
because it was the very first Computer Aided Design office in Hungary.
We had the first Apple computers in this country, running Adobe Photoshop 2.0
in black&white only! But that was cutting edge technology back then,
and it really required a lot of energy mastering the steep learning curve
that the totally new digital workflow required.

The demands were huge. Digital graphic design and prepress lowered the costs
and increased the speed of the whole design process exponentially.
We were in a middle of a revolutionary change - political, cultural and economical.

More or less like today, when we are taking new steps to stay ahead of our competition.

We have expanded the services of our office, providing the full scope
of services from graphic design to architecture. We have introduced full 3D workflow in design,
setting new standards again in both speed and quality.

We have also started reorganizing ourselves in the past few years,
preparing for yet another age of changes - political, cultural and economical.
We have to invest energy again facing a new, steep learning curve
this time in mastering processes and creating an open flow of information
in the office in order to become more effetive and stronger.

This White Book gathers our standards and principles together. It helps our organisation
in further streamlining of its processes and sets clear guidences for all of us.
But it is certainly not a closed book - your comments and suggestions are welcome!

Budapest, May 30, 2019

Daniel Taraczky
Lead designer and CEO

Table of Contents

Introduction
Notes on the usage of the White Book

The purpose of the White Book is to define the framework for our work at art1st design studio: standards, processes, rules.
The observance and application of these in the everyday practice is obligatory to all employees - as described in all work contracts.

The complete list of documents regulating work at the office is the following:

1. Personal work contract
2. Personal job description
3. Official Announcements (by the CEO or Head of Business Support)
4. White Book

The White Book is a public document accessible via our website to the general public.
All other documents are private documents, available at all times to the employees at the Head of Business Support.

Budapest, May 30, 2019

Daniel Taraczky
Lead designer and CEO

Basics
Who we are and what we do

Who we are
Based on RIBA principles of Professional Conduct

We are Cooperative

We understand design as applied art: a cooperative creation process between the artist and the end user (client) resulting in functional physical object. Therefore everything that we do have comply with three basic principles:

Brief: functional requirements set by the usage detailed in the client brief
Design: design principles of our office, in line with international standards and norms
Feasibility: possibility of the implementation of the design within the given economic keyframes and technologies

We act with Honesty and Integrity

We act at all times with honesty and integrity and to avoid any actions or situations which are incosistent with our professional obligations.

We do not take any statement which is contrary to our professional opinion or which we know to be misleading, unfair to others or discreditable to the profession.

Where a conflict of interest arises, we disclose it in writing and manage it to the satisfaction of all affected parties.

We are competent

We are competent to carry out the professional work we undertake to do, and if we engage others to do that work we should ensure that they are competent and adequately supervised.

We keep our knowledge and skills relevant to our professional work up to date and we are aware of the content of any guidelines issued by the Management from time to time.

What we do
Our services

We at Art1st believe in the holistic approach to design. We believe, that that all design projects have to be considered as one organic unity, that regardless of the complexity, all visual impulses of a design have to be cared of, supported by profound examination of structural, ergonomic and economic aspects.

We do understand and accept that design is applied art - it does not exist without the client who is representing the end user. The design, its estethical and artistic attributes are all subordinate to the fullfilment of the original function - the usage.

In line with the traditional categorization of design work, the group of services we provide are the following:

Services

Design	Project Management	Implementation	Operation
General term describing the creation of plans of abstract ornaments or volumetric objects - including the design of their operational backgrounds. Also, design of visula multimedia IT systems on multiple platforms.	Preparation of the design:workshops, events, fairs. Preparation, management and tracking the implementations.	Providing turn-key solutions in the implementation (realisation) of own designs in all fields of design, including multimedia IT systems.	Operation of interactive multimedia systems and content management systems.

Project categories

2D (Media)

All design activity aimed at the creation of planar, 2D ornaments - static or animated

3D (Architecture)

All design activity aimed at the creation of volumetric objects

IT
Multimedia systems and data analytics. Content management systems.

Fields

A **Graphic Design**
Design activities aimed at the creation of a static 2D image.

B **Electronic Media Content**
Design activities aimed at the creation of an active or interactive non-static 2D image shown on electronic screens.

C **Interior Design**
Design activities aimed at the creation of phisical 3D objects in a space protected from environmental influences.

D **Architecture**
Design activities aimed at the creation of phisical 3D objects exposed to environmental influences.

E **IT**
Support for all design activities, and design + implementation of multimedia systems and data analytics.

Sample of our work
We deliver design that works

Deutsche Telekom stores
Complete design and implementation.
In 13 countries, for more, than 15 years.

Deutsche Telekom stores
Complete design and implementation.
In 13 countries, for more, than 15 years.

T-Mobile US stores
Complete design and implementation.
Pilot store on Times Square NYC

Sony stores
Complete design and implementation.
In 13 countries.

VAIO

BRAVIA

Sony stores
Complete design and implementation.
In 13 countries.

Samsung store
Brand store in Budapest

Samsung store
Brand store in Budapest

Villa houses

On the coratian seaside,
complete design and implementation supervision

Villa houses

On the coratian seaside,
complete design and implementation supervision
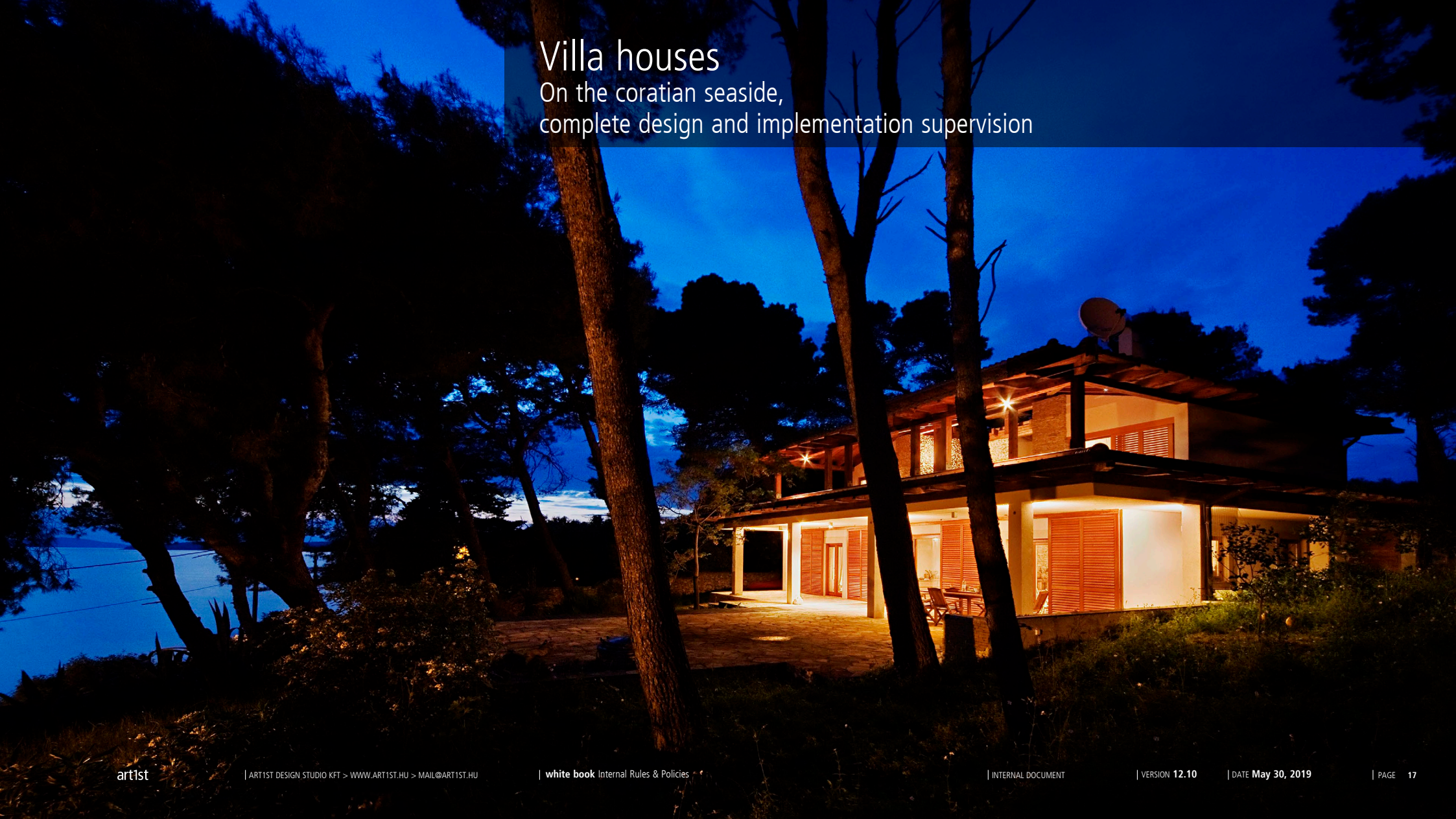
Villa houses
In Budapest, Hungary, complete design and implementation supervision

Villa houses
In Budapest, Hungary,
complete design and implementation supervision

Villa houses
In Budapest, Hungary,
complete design and implementation supervision

Villa houses
In Budapest, Hungary,
complete design and implementation supervision

Budapest Music Center
The home of contemporry music
and jazz - a unique cultural venue in the hungarian capital.

Architizer™
A+AWARDS
WINNER 2014

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Architizer™
A+AWARDS
WINNER 2014

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Budapest Music Center

The home of contemporry music
and jazz - a unique cultural venue in the hungarian capital.

Opera X Budapest

The new palace of contemporary opera in Hungary,
due to open in 2022.
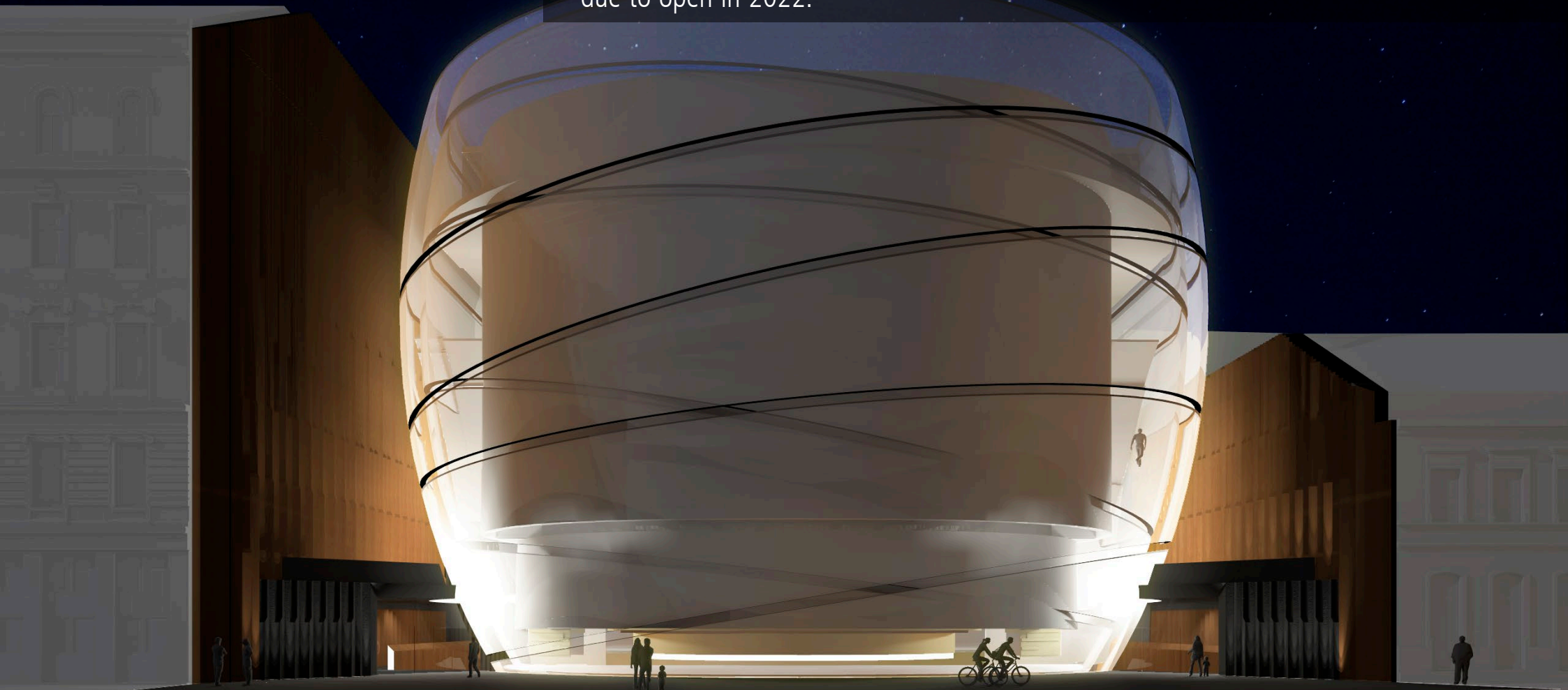
Opera X Budapest
The new palace of contemporary opera in Hungary,
due to open in 2022.

City park pavillons

Historical restoration of 100 year old pavillons based
on a single remaining design drawing of the 19th century architect.
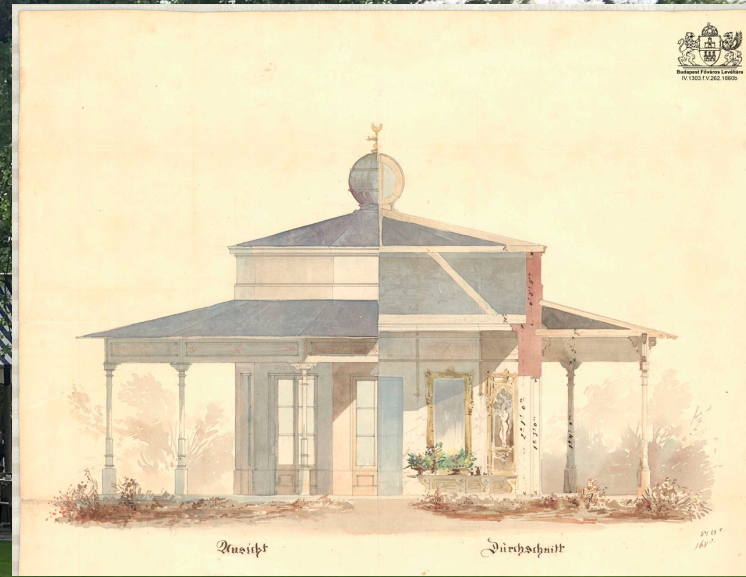
SynChront
Synchronised surround content.
Play content on all screens arranged around a 3D modell.
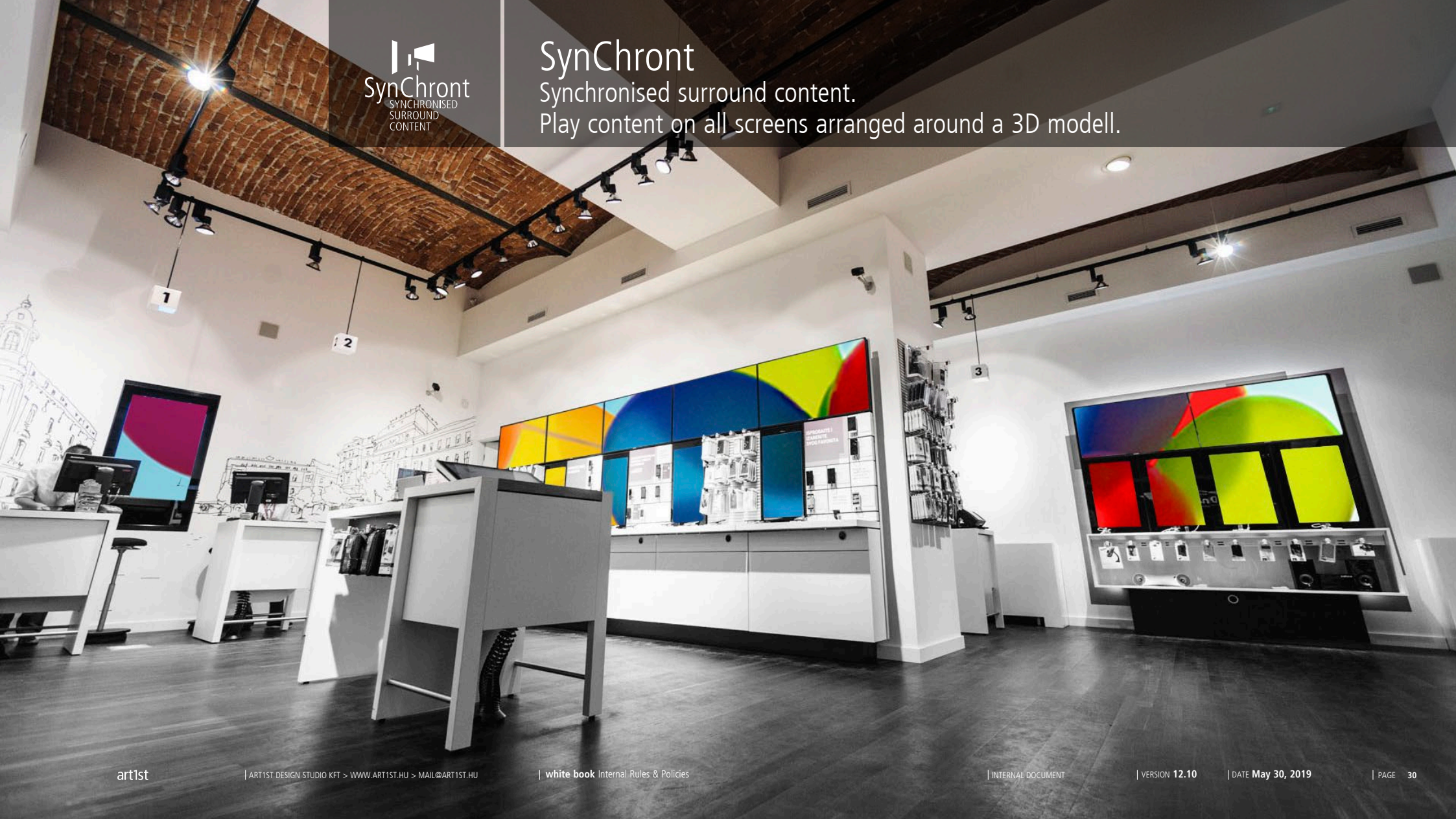
Processes
How we do it

How we do it
Project Management Basics

Each project is run by a dedicated Project Manager.

The Project Manager is the owner of the project -
responsible for all Client communication and information management -
with the task to deliver the project in time, within the budget estimated and bearing the quality marks of art1st,
guaranteed by the three stamps: Client Brief Complience (B), Design (D), Feasibility (F):

(B) Client Brief Complience OK

Client Brief Complience - stamp issued by the Project Manager.
It proves, that the design has all the information received from the Client incorporated ,
it complies with the initial briefing and the requests, asks received on the way.

(D) Design OK

Design - stamp issued by the Lead Designer / Lead Field Designers
It proves, that the design complies with the guiding principles of our office: art first.
It bears the attributes of goodness, thruth and beauty.
And of course, it satisfies the given functions and ergonomic norms.

(F) Feasibility OK

Feasibility - stamp issued by the Implementation Manager.
It proves, that the design is feasible within the given timeframe, budget
and technical framework. It also proves that the design documentation is compliant to the requirements of
the implemantion.

Core processes
The DNA of our operations

E. Publish
The handover of the documents to the client: publishing.

Sending by e-mail or print and saving a copy to the Project Web site's Publish Folder.

All our operations are centered arounf the Client.

Client

Publish

Inception

Pre-Publish Check

The Project M runs the project: buying services from HoSts, Consulting Lead Designers and relying on Business Support.

Data Collection

Project Manager

Processing

A. Inception
All project related action is initiated by the client:

- establishing contact
- sending a request
- approval of a project phase

The Client communicates with the Project Manager who classifies and relays all information.

D. Pre-Publish Check
Before the handover (publishing) to the Client, all documents leaving the office have to pass the Pre-Publish Check (PPC) and get the three stamps:

B Client Brief Complience OK

D Design OK

F Feasibility OK

C. Processing
The actual design and implementation work.

B. Data Collection
Collection of all the information necessary for the realisation of the give project phase:

- Client briefs, meeting minutes
- research, strategy
- estimates on project scope
- estimates on fees / costs
- estimates on realisation
- setting up the teams, IT, services

Support Proccesses	<u>Project support:</u> Tracking Costs, Progress and Quality <u>Business support</u>: HR, Trainings, Legal, Finance
Background	<u>Company standards</u>: Information management, Meeting schedules, etc <u>Company Infrastructure</u>: IT, International standards, Facilities

The background
Company standards and Infrastructure

Art1st Standards

Communication, quality check and transparency

Streamlined Communication
No information lost

Clear Organisational Structure

Transparent system of shared responsibilities and reporting chains centered around the Client.

Online, live Project information platform

All information on the project is on our intranet platform. The actual tasks, briefings, timesheets, project costs are tracked on a 10 minute frequency basis.

Standardized Information Management

All server structures and file naming conventions standardized. All e-mail and written communication shared across the office via project mail accounts accessible to all.

Prominent Knowledge Sharing

Chain of weekly, monthly meetings for the sharing of knowledge and project related information.

- project status meetings
- design consultancies
- one-on-one coachings, trainings

Regular Quality Checks
Taking personal responsibility

Pre Publish Checks

All documents are checked for the below conformities before publishing to the client:

- Client Brief Complience
- Design
- Feasibility

Complete Oversight of Implementations

All implementation work is supervised by our staff. Learnings collected and implemented in the later design processes. Post Implementation Reviews shared with clients.

IT Quality Checks and backups

Regular checks and scheduled upgrades provide for the up-to-date status of all equipment used in the design process. Scheduled calibration and maintenance. Scheduled data backups.

Transparency in operations
The project development processes made transparent for the clients

Transparency in accounting

Clients have direct insight and even daily updates on all the efforts and costs invested on their project, allowing for precise budget planning and tracking.

Online Project Tracking

Clients receive daily or weekly updates on the status of the projects, have direct web access to the shared Inbox and Publish libraries of the project.

Infrastructure
The technical foundations

IT
Hardware and Software infrastructure

Internal information sharing platform

Internally developed online platform for the tracking and management of projects, tasks and related information: timesheets, briefs. All project accounting is online.

Up to date hardware & software

Both HW and SW are updated based on long term contracts with suppliers. All software is updated as soon it is available on the market.

Full 3D Workflow

The software and hardware background allow for full 3D workflow - help meeting the toughest deadlines in visualisations. The BIM server allows for simoultaneous editing of the same model.

External Net Infrastructure

External communications established over 200 MBit Optical Leased Line with backup 20 Mbit Copper Leased line - easy access for clients to the shared resources.

International Standards and Policies
Taking personal responsibility

ISO and DIN complience

Published documents and files comply with international standards, easing the communication between national offices.

International Chamber Memberships

Membership in International Professional Organizations help keep the internal processes, design ideas within the global flow. They also allow for legal planning credentials in many countries.

First Class Insurance

Full liability taken for all design and implementation work in all the countries of operation with a first class insurer.

Facilities
The project development processes made transparent for the clients

HQ Offices and Demo Room

New Budapest HQ building is equipped with a design library and a 150 sqm Demo Room - with variable walls and ceilings where designs can be tested in full scale.

West Gate Site: production & storage

Located on the easily accessible M7 highway the 800 sqm facility is the home of the 3D printing production, IT assembly lines and storage units.

Organisational structure
Org Chart, Team and Key postions

ORGANISATIONAL STRUCTURE

Art1st Org Chart
Client centered operations

Core Process Scheme
A. Inception
B. Data input
C. Processing
D. Pre-Publish check - PPC
E. Publish

Project Realisation
Project Management office issues the project number, delegates project managers and compilse offers. Project tracking on art1st online platform, with weekly reporting obligation (status meeting).

Design
Studio Managers running the design processes. Design supervised and signed off by Lead Designer and Lead Field Designers (Architecture, IT, Media, Lead Engineers).

Pre-Publish Checks (PPC)
1. Client Brief Complience: Project Manager
2. Design: Lead Designer
3. Feasibility: Lead Engineer

Support: Head of Business Support

Reporting Chain
All operations reporting to team leaders, all team leaders to heads of departments. Lead designers acting as consultants. Employer rights practiced by the CEO. Maintenance of project execution capabilites at the Head of PM (issueng leave permits, signing overtime)

Strategic circle
- Strategic decisions
- Business lead
- Widening client base
- Artistic concept

Management circle
- Operational lead
- Client presentations
- Concept designs

Organisational circle
- Project management
- Project tracking
- Feasibility check

Coordination circle
- Team leaders
- Leading design
- Supporting implementation

Operations circle
- Realisation of projects

Professional levels
- Trainee
- Junior
- Status
- Senior

Chart labels: CLIENT, OWNERS, CEO, PROJECT MANAGERS, LEAD DESIGNER, LEAD ARCHITECT, LEAD MEDIA DESIGN., LEAD IT DESIGNER

HEAD OF SYNCHRONT, HEAD OF BUSINESS SUPPORT, HEAD OF PROJECT MANAGEMENT, HEAD OF ARCHITECTURE STUDIO, HEAD OF MEDIA STUDIO, HEAD OF IT STUDIO

SYNCHRONT: LEVEL 1, LEVEL 2, ONSITE, BROADCAST, STOCK MANAGEMENT, PROCUREMENT

BUSINESS SUPPORT: STRATEGY, BUSINESS DEVELOPMENT, QUALITY MANAGEMENT, LEGAL, HUMAN RESOURCES, FINANCE, FACILITIES, EVENTS

PM OFFICE: PM TEAM 1, DESIGN MNGMT, IMPLEMENT. MN., PM TEAM 2, DESIGN MNGMT, IMPLEMENT. MN., ENGINEERING CHECK

ARCHITECT STUDIO: ARCHITECT TEAM 1, ARCHITECTS, 3D MODELLERS, DRAWERS, ARCHITECT TEAM 2, ARCHITECT TEAM 3

MEDIA STUDIO: MEDIA TEAM 1, MOTION DESIGN, GRAPHIC DESIGN, OPERATOR

IT STUDIO: NETWORK, WEB, APPLICATION, MOBILE, SERVER, INTERNAL IT OPS

Base principles
Sharing and delegating responsibilities

Our success is **based on kept promises.**

The CEO is held legally responsible for all the promises given to the Client.
The CEO delegates this responsibility to the Head of Project Manager.

The task of the Head of Project Management is to administer and track all the promises given, and to have the given project realised thru his Project Managers - in other words, to delegate the responsibility further.
The Project Managers buy the realisation and implementation of the project from the Implementation Manager, the IT manager, the Architectural HoSt and the Media Design HoSt. The Lead Designer and the Lead Field Designers act as consultants in all the phases. The Business Support Manager provides support thru the whole process.

The managers of the Coordination circle have the project realised by their offices.

Client								
Protocol		Deal		Daily contact				
CEO Management circle	New project Responsibility / Reporting	**Head of Project Management** Lead circle	Task delegation Order / Reporting	**Project Managers** Coordination circle	Order Purchase / Realisation Design, Implement.	**Heads of Studios (HoSt)** Coordination circle	Order Purchase / Realisation Design, Implement.	**Architects, graphic designers, subcontractors** Operation circle

Lead Field Designers (consultation with each circle)

Lead Designer (consultation with each circle)

Support Managers Support circle

Management Team
Status May 30, 2019

Name	Degree / Chambers	Lang. spoken	Main position	Rate card	All positions practiced				
					Strategic circle	Management	Organisation	Coordination	Operation
Taraczky, Dániel	architect MSc Hungarian Chamber of Architects, Nord-Rhein Wetfalien AK, American Institute of Architects, Royal Institute of British Architects, Hungarian Society of Typographers	HU, ENG, HR, SRB	**lead designer & ceo**	D1	lead designer, ceo, owner		project manager	business support manager	architect, interior designer, graphic designer,
Borbély, Monica	trade manager, economist BA	HU, ENG, RO	**head of business support**	P1		head of business support		finance and HR manager	
Hauser, Judit	MA international diplomacy	HU, ENG	**head of media studio**	P1		head of media studio			
Szánthó, János	architect BA	HU, ENG, RO	**head of DT project team (PM Team 1)**	P1		head of DT project team (PM Team 1)			lead architect for DT stores
Nagy, Gábor István	IT professional	HU, ENG	**head of IT studio**	IT1		head of IT studio			server & virtualisation professional
Koszta, Bernát	IT specialist	HU, ENG, E	**head of SynChront**	IT1		head of SynChront		SynChront service manager	
Városi, Katalin	industrial design MSc	HU, ENG, D, IT	**head of project management** (in training)	P1		head of project management	lead design manager		architect

Lead Designer Team
Status May 30, 2019

Name	Degree / Chambers	Lang. spoken	Main position	Rate card	All positions practiced				
					Strategic circle	Management	Organisation	Coordination	Operation
Taraczky, Dániel	architect MSc Hungarian Chamber of Architects, Nord-Rhein Wetfalien AK, American Institute of Architects, Royal Institute of British Architects, Hungarian Society of Typographers	HU, ENG, HR, SRB	**lead designer & ceo**	D1	lead designer, ceo, owner		project manager	business support manager	architect, interior designer, graphic designer,
Gacs, Réka	graphic designer MSc, Teacher at the Hungarian Academy of Applied Arts	HU, ENG	**lead media designer**	M1	lead media designer				graphic designer, prepress technician, e-media animator
Balics, József	architect MSc IT specialist	HU, ENG	**lead IT designer**	IT1	Lead IT designer				IT Technician

Project Management Office
Status May 30, 2019

Name	Degree / Chambers	Lang. spoken	Main position	Rate card	All positions practiced				
					Strategic circle	Management	Organisation	Coordination	Operation
Városi, Katalin	industrial design MSc	HU, ENG, D, IT	**head of project management** (in training)	P1		head of project management	lead design manager		architect
Szánthó, János	architect BA	HU, ENG, RO	**head of DT project team (PM Team 1)**	P1		head of DT project team (PM Team 1)			lead architect for DT stores
Csizmadia, Márton	marketin BSc	HU, ENG	**DT implementation manager (PM Team 1)**	P1			DT implementation manager (PM Team 1)		
Dekovics, Balázs	architect MSc	HU, ENG	**lead engineer**	A1			lead engineer		architect, implementation manager
Taraczky, Judit	pedagogy BA	HU, ENG	**project manager**	P1			project manager		

Business Support Office
Status May 30, 2019

Name	Degree / Chambers	Lang. spoken	Main position	Rate card	All positions practiced				
					Strategic circle	Management	Organisation	Coordination	Operation
Borbély, Monica	trade manager, economist BA	HU, ENG, RO	**head of business support**	P1		head of business support		finance and HR manager	
Szabadi, Magdolna	social welfare expert	HU, ENG,	**CEO assistant**	P1				CEO assistant	
Bruzsa, Katalin	economist BA	HU, ENG,	**head accountant**	P1				head accountant	
Nagy, Csilla	business support expert	HU, ENG, NOR	**front desk & facility manager**	P3				front desk & facility manager	
Papp, Zoltán	IT technician	HU, ENG	**warehouse & facility manager**	P3					warehouse & facility manager
Nagy, Rita	accounting technician	HU, ENG	**accounting assistant**	P3					accounting assistant
Lakatos, Tibor		HU	**facility technician**	P3					facility technician
Széll, László	graphic designer BA	HU, ENG, D	**job scout**	P2					job scout

Architect Studio - Team 1
Status May 30, 2019

Name	Degree / Chambers	Lang. spoken	Main position	Rate card	All positions practiced				
					Strategic circle	Management	Organisation	Coordination	Operation
Szánthó, János	architect BA	HU, ENG, RO	**head of DT project team (PM Team 1)**	P1		head of DT project team (PM Team 1)		architect team 1 leader	lead architect for DT stores
Krammer, Alíz	architect MSc Hungarian Chamber of Architects	HU, ENG, D	**architect**	A2					architect
Pap, Dávid	architect MSc	HU, ENG	**architect**	A2					architect
Orasteanu, Roxana-Rodica	architect MSc	HU, ENG, RO	**architect**	A2					architect
Bartha, Olivér	architect MSc	HU, ENG, IT	**architect**	A2					architect
Horváth, Ákos	architect MSc Hungarian Chamber of Architects	HU, ENG, D	**architect**	A2					architect
Kardos, Anita Gabriella	architect MSc	HU, ENG, D	**architect**	A2					architect
Dimitrovska, Joana	architect BSc landscape arch MSc	HU, ENG, MAK	**architect**	A3					architect

Architect Studio - Team 2
Status May 30, 2019

Name	Degree / Chambers	Lang. spoken	Main position	Rate card	All positions practiced				
					Strategic circle	Management	Organisation	Coordination	Operation
Flaskay-Tóth, Zsuzsanna	architect Msc	HU, ENG	**team 2 leader**	A1				archtect team 2 leader	architect
Kovács, Bence	architect MA	HU, ENG,	**architect**	A2					architect
Sulyok, Andor	architect MSc Hungarian Chamber of Architects	HU, ENG	**architecture implementation manager**	A2			implementation manager		architect, implementation manager
Mangel-Hóbor, Eszter	architect MSc Hungarian Chamber of Architects	HU, ENG, D	**architect**	A2					architect
Sulyok-Magosi, Edina Anna	architect MSc	HU, ENG, IT	**architect**	A2					architect
Gőz, Dorottya	architect MSc Hungarian Chamber of Architects	HU, ENG, F	**architect**	A2					architect
Kovács, Barbara	architect MSc Hungarian Chamber of Architects	HU, ENG	**architect**	A2					architect
Sályi, Andrea	architect MSc Hungarian Chamber of Architects	HU, ENG, D	**junior architect**	A3					architect

Architect Studio - Team 3
Status May 30, 2019

Name	Degree / Chambers	Lang. spoken	Main position	Rate card	All positions practiced				
					Strategic circle	Management	Organisation	Coordination	Operation
Szabadi, Gergely	architect Msc	HU, ENG	tem 3 leader	A1				archtect team 3 leader, render farm manager	architect
Hajdú, Lili	architect MSc	HU, ENG	architect	A2					architect
Strbac Szalai, Anita	architect MSc	HU, ENG, D, SRB	architect	A2					architect
Kertész, Kata	architect MSc	HU, ENG	architect	A3					architect
Kovács, Kolos Márk	sculptor MA	HU, ENG,	architect	A3					architect
Jámbor, Róbert	architect MSc	HU, ENG, D	architect	A3					architect

Media Studio
Status May 30, 2019

Name	Degree / Chambers	Lang. spoken	Main position	Rate card	All positions practiced				
					Strategic circle	Management	Organisation	Coordination	Operation
Hauser, Judit	BSc international diplomacy	HU, ENG	**head of media studio**	P1		head of media studio			
Banicz, Balázs	graphic designer	HU, ENG	**media designer**	M2				proof center manager	graphic designer, prepress tehnician, e-media animator
Fazekas, Tamás	graphic designer	HU, ENG	**media designer**	M2					motion designer
Mits, Barbara	graphic designer	HU, ENG, D	**media designer**	M3					motion designer

IT Studio
Status May 30, 2019

Name	Degree / Chambers	Lang. spoken	**Main position**	Rate card	All positions practiced				
					Strategic circle	Management	Organisation	Coordination	Operation
Nagy, Gábor István	IT professional	HU, ENG	**head of IT studio**	IT1		head of IT studio			server & virtualisation prof.
Koszta, Fábián	IT system engineer BSc	HU, ENG	**network & network security manager**	IT1					network & network security manager
Walter, Ulrik	economics BSc	HU, ENG	**web & database developer**	IT1					web & database developer
Király, Dávid András	web developer expert	HU, ENG	**web & database developer**	IT2					web & database developer
Nagy, Olivér	web developer expert	HU, ENG	**web & database developer**	IT2					web & database developer
Grósz, Péter	IT student	HU, ENG, D	**application developer**	IT2					application developer
Ugrina, Gábor	IT system engineer BSc	HU, ENG	**application developer**	IT2					application developer
Kerekes Péter	IT system engineer BSc	HU, ENG	**application developer**	IT2					application developer
Sámson, Adrián	IT system engineer BSc	HU, ENG	**C# & C++ developer**	IT2					C# & C++ developer
Rátkay, András	economist MSc IT professional	HU, ENG	**mobile app developer**	IT2					mobile app developer

SynChront Office
Status May 30, 2019

Name	Degree / Chambers	Lang. spoken	Main position	Rate card	All positions practiced				
					Strategic circle	Management	Organisation	Coordination	Operation
Koszta, Bernát	IT specialist	HU, ENG, E	**head of SynChront**	P1		head of SynChront		SynChront service manager	
Nagy-Huszein, Szilvia	philosophy MSc	HU, ENG, FR	**service manager**	IT2					service manager
Petlyánszki, Bence	mechanical eng. BSc	HU, ENG	**service manager**	IT2					service manager
Baranyi, Róbert	technology BA	HU, ENG	**broadcast manager**	IT2					broadcast manager internal IT techn.
Nagy, István	mathematics BSc	HU, ENG	**junior broadcast manager**	IT2					junior broadcast manager
Lakatos, Dániel	IT professional	HU, ENG	**junior IT techn.**	IT3					junior IT technician
Szabadi, Márton	IT expert		**junior IT techn.**	IT3					junior IT technician
Szánthó, Dániel	cartographer MSc	HU, D, RO	**logistics & stock manager**	P2				logistics & stock manager	
Csőke, Krisztián			**on-site technician**	IT3					on-ste technician
Lengyel, Zsolt			**on-site technician**	IT3					on-ste technician
Horváth, Bálint			**on-site technician**	IT3					on-ste technician
Dukrét, Attila			**on-site technician**	IT3					on-ste technician
Kusler, Gábor			**on-site technician**	IT3					on-ste technician
Papp, Péter			**on-site technician**	IT3					on-ste technician

SynChront - West Gate Site (WGS)
Status May 30, 2019

Name	Degree / Chambers	Lang. spoken	Main position	Rate card	All positions practiced				
					Strategic circle	Management	Organisation	Coordination	Operation
Papp, Róbert	mechanical engineering BA	HU, ENG, E	**WGS manager, 3D printing engineer**	P1					
Szánthó, Dániel	cartographer MSc	HU, D, RO	**logistics & stock manager**	P2				logistics & stock manager	
Papp, Zoltán	IT technician	HU, ENG	**warehouse & facility manager**	P3					warehouse & facility manager
László-Papp, Ilona Klaudia		HU, ENG	**logistics assistant**	P3					logistics assistant

Head of Project Management 1/2
Orchestrating the operations

The Head of Project Management is the admiral of the office: following the given routes, but recognising the sudden dangers and instructiong the the ship captains to avoid them the admiral brings all our ships safely from the origin to the destination harbour. Having an eye constantly on the live map, the admiral has a precise picture on the position and status of the flottila.

The duties include

Job organisation
Organising all work done within the office - internal, administrative, external - into the projects: naming, numbering and administering on the intranet platform.

Releasing project numbers
Head of PM is the only person licenced in the office to release project and phase numbers.
The release of the numbers includes the primary administrational duties connected to it:

- registering the project within the intranet project tracking platform
- creation of the standardised folder structure on the Project management server
- registering the project in the client specific financial charts

Delegation of project managers
At the time of project and project phase creation a dedicated project manager should be nominated in agreement with the studio heads.
On the special request of the CEO, the Head of PM can be the dedicated PM for special, large scale projects.

Compiling of Offers
Supporting the Head of studios in compiling offers. Personal compilation of the most important offers on the special request of the CEO.
Alignment of all the offers with the Head of business support, Lead design manager and the Lead implementation manager.

Head of Project Management 2/2
Orchestrating the operations

Project status tracking
Daily tracking of projects, phases and tasks on the intranet platform. Continuous update of the stauses on the same platform.

The Head of Project management is not the project manager for all the running projects, but by the way of constant monitoring of the statuses, it is his/her task to follow the realisation and raise the flag when experiencing delays and help resolving the issue that obstruct the normal flow.

Consultation and administration duties:
- daily consultaiton with the Heads of studios
- registration of offers, incoming POs and outgoing invoices on the intranet platfrom
- helping the HEads of offices and project managers in resolving the issues
- closing finished projects, phases and tasks

Project status meetings
Holding a project status meeting with all Heads of studios, Head of business support and project managers at least once weekly.

Upkeeping the project realisation capability of the office
Upkeeping the capability of the office to realise projects in terms of the availability of a minimal headcount at all times in all studios by the thoughtful actions in signing off payed-time-offs and ordering / signing off necessary overtimes.

Project Managers
The internal clients of our company

Each project is run by a dedicated Project Manager.*

The most important task of the Project Manager is to deliver the project in time,
within the budget estimated and bearing the quality marks of art1st, guaranteed
by the three stamps: Client Brief Complience (B), Design (D), Feasibility (F).

Project Manager is primarily responsible for the Client communication - receiving his/her briefs,
maintaining daily contact, publishing documents. The Project Manager gets the outside order and makes
it an internal order: buys the realisation from the Design Studios and implementations, consults the Lead Designers
and relys on Business Support.

The Project Managers report twice weekly on the progress and financial status of their projects
to the Lead PM on the Status Meetings on Monday and Thursday. The Project Manager collects all the costs, hours, fees, subcontractor
invoices, etc every week (on Accounting Monday) and classifies them into the project tracking system (Traffic Live).

General project priorities are set on Status Meetings by the Lead PM. HoSts, Business Support,
Project Managers and Lead Designers / Lead Field Designers are consulted beforehand.

Anybody in the office - employee or contractual partner - can be appointed Project Manager by the Lead PM.

The Project Manager buys the project documentation (ie design) from the HoSts, the implementations from the Implementation Manager.
Consults the Lead Designer and Lead Filed Designers in design related
questions, the Business Support Manager in all project support issues and the Lead PM in case of crises -
budget overflows, timing overflows, etc.

Bigger projects could have more Project Managers - but only one of them will be the PM in charge.
(ie. Lead Designer can be a Project Manager in the conceptual development phase).

The Project Managers issue the Client Brief Complience stamp.

B Client Brief
Complience
OK

D Design
OK

F Feasibility
OK

*   Please see further details in the
Job Description of the Project Manager

Implementation Managers
Realising our projects

The Implementation Manager* is responsible for all implementation managements.

The main task of the Implementation Manager is to provide estimates,
compile order lists and Bill-of-Quantitites (BoQs), organise and execute
the implementations in the given timeframe and within the given budget.

The Implementation Manager reports to the Lead PM twice weekly
on the Status Meetings.

The Implementation Manager issues the Feasibility Stamp in cooperation with the Lead Engineer.

The Implementation Manager prepares all documents for the
contracting of subcontractors, with the legal and financial support
from the Business Support Manager.

All contracts are signed by the CEO.

(F)

*   Please see further details in the
     Job Description of the Implementation Manager

Lead Engineer

Setting the technical standards of all implementaitons

The Lead Engineers are the main consultants in all implementation related technical questions,
setting the technical standards of all the implemented projects.

They have the right to issue 'F' (Feasibility) stamp. Working in close relation with the Lead Field Managers and the HoSts.

The Lead Engineers report to the CEO

(F)

*   Please see further details in the
    Job Description of the Lead Engineer

Head of Business Support
Oiling the wheels of the machinery

The Head of Business Support* and his/her organisation provides
the background for the successful running of the office and its satellites.

The Head of Business Support provides services for the Project Managers,
the Heads of Studios (HoSts), the Implementation Manager, the IT Manager, the Lead PM and the CEO.

The most important tasks of the Head of Business Support are:

- reporting on the financial status and the profitability of the office, cash flow
- timely issueing of invoices based on input from Lead PM and the collection of the money
- managing the contracts of the subcontractors and external specialists
- upkeeping of the 24/7 operational status of the complete infrastructure
- managing the HR, administering the Personal Record Sheets
- managing the monthly update of the web sites
- managing the book keeping
- providing the legal background for the operations
- managing the PR and marketing activites

The Head of Business Support reports to the CEO.

* Please see further details in the
Job Description of the Business Support Manager

Heads of Studios (HoSt)
The bosses of the design and implementation workshops

The Heads of Studios* (Head of Architect Studio, Head of Media Studio, Head of IT Studio)
run the design studios, working for the Project Managers as their clients.

The main task of the Head of Studio (HoSt) is to deliver the project documentation in the timeframe estimated in the offer
and according to the art1st quality standards sealed by the 3 stamps: Client Brief Complience (B), Design (D), Feasibility (F).

Heads of Studios (HoSts) are responsible for the operations of their studios - managing worktimes, workloads, personell. They have to keep
their studios ready for work at all office times.

In general, the Project Managers brief the Heads of Studios on the tasks, who will then decide
to whom to give the task and then brief the designer / architect accordingly. To increase efficiency and speed,
the two briefings can be joined, ie. the Project Manager is briefing the designer/architect selected by the HoSt directly, while the HoSt is
also present.

The HoSt and the Project Managers are the primairliy consultants to the designers,
before getting consultation or PPC from the Lead Field Designers or the Lead Designer.

The HoSts control the general quality of the designer's work, decide on acceptance or refusal,
decide on the neccessity of repeated work during the Buffer Work Time. To make the judgement,
the HoSts can always consult the LFDs and the LD.

The HoSts are responsibe for the briefing and acceptance of the work of the external specialists.
The HoSts will recommend the selection of external specialists at the P-KOM / C-KOM meetings.
The external specialists' contract will be done by the Business Support Manager, the contract signed by the CEO.

All studio employees (designers, architects, external experts) report to the HoSts.
HoSts are appointed by the CEO. HoSts report to the Lead PM.

* Please see further details in the
Job Description of the HoSt

Lead Designer and Lead Field Designers (architecture, media, IT)
Setting Design Guidelines and Delivering Concepts

The Lead Designer* is the main representative of the office,
setting all the design standards of the office.

The Lead Designer acts in general as a design consultant to all
the Project Managers, HoSts, Individual Designers and Lead Field Designers.

The Lead Field Designers are the Lead Architect, the Lead IT Designer and
the Lead Media Designer.

In the conceptual design phase the Lead Designer and the Lead Field Designers
lead their own team of designers and consultants - with the backup of the Project Managers,
in cooperation with the HoSts and with the support of Business Support Manager.

The Lead Designer primarily issues the Design stamp, but he/she is also
entitled to issue all the other stamps too.

The Lead Field Designers are issueing the Design stamp only.

The Lead Designer reports to the CEO, the Lead Field Designers to the Lead Designer.

D

B F
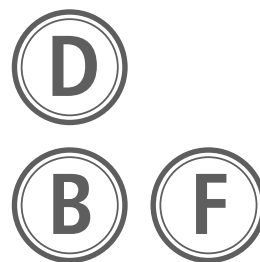
*   Please see further details in the
     Job Description of the LD and LFDs

Designers and Architects
The creative and engineering power

The Designers* and Architects* are the creative and
engineering power base of the office.

They produce the design concepts, presentations,
draft designs, detailed designs, implementation
and licencing documentations - in one word all the
plans that the office publishes.

The projects are assigned to the Designers and Architects
by their HoSts.

The brief is given by the HoSts or the Project Managers,
issueing the Client Brief Complience (B) stamp.

The design is supervised by the Lead Designer and the
Lead Field Designers, issueing the Design (D) stamp.

The feasibility is supervised by the Implementation Manager
or the Lead Designer issueing the Feasibility (F) stamp.

In the conceptual design phase, the Designers and Architects
work under direct management by the Lead Designer
or the Lead Field Designers.

*   Please see further details in the
     Job Description of the Designers and Architects

CEO
Networking and New Business

The CEO* runs the office and guards its profitability.

The CEO is to build up a network
of potential clients, seek new businesses and
care for the growth of the office.

The CEO is the employer of all the employees in the office.

The CEO reports to Owners.

*   Please see further details in the
    Job Description of the CEO

The Project Phases & Naming Conventions
Overview

Overview of the Project Phases
Standardization supporting efficiency

Preparation
Initiation of the projectt

1 Technical Preparation
Setting up the technical background of the project:
- project lead and team
- shared servers and web
- kick-off meetings
- offers and contracts

Concept
Conceptual development of the projects

2a Concept Preparation
Background studies supporting the project:
- trends, research, strategy
- regulations, coding
- initial timelines, budgeting
- workshops, feasibility study

2b Design Concept
Creation of the basic design patterns of the project:
- sketches, draft visuals
- mood boards and models
- samplings
- conceptual design

Design
Based on existing concept

3 Design
Development of the design to support implementation:
- drafts, detailed designs
- licencing docs
- technical design
- technical descriptions

Project Support Processes
Thru all Design Phases

| Tracking **Costs** | Tracking **Progress** | Tracking **Quality** |

Cost and Progress Tracking
- Daily updates of the hours in TrafficLive
- Weekly summary of hours and costs in the Project Map
- Project Status Meetings twice weekly (financial and realisation)
- Monthly Accounting Meetings
- Monthly invoicing - if not regulated otherwise by the contract

Quality Tracking
- Daily consultations with the Lead Designers
- Pre Publish Check (PPC) of all materials leaving the office

Business Support:
HR, Trainings, Legal, Finance

Implementation
Realisation of the design in the physical reality

4 Pre Implement.
Preparation of implementation based on the detailed plans:
- order lists
- tender processes
- timelines, orders, contracts

5 Implement.
Managing the implementation process (different depths depending on contract):
- supervision, consultation
- own production
- takeover-handover process

6 Post Implement.
Evaluation of the realised project, collection of the learnings:
- Post Project Reviews
- Usage Evaluations
- Performance check

Documentation
Processing of the files for publications, internal and external PR

7 PR
Processing and organisation of the files after the closure of the project for internal and external PR: web, news articles, etc.

Multiplication
Mass production of the design based on the design concept and first sample (pilot)

Roll-out
Repetition of phases 3-7 in mass production, based on existing design concept.

Project Numbering & Naming
Differentiating contractual phases

Project Numbering Methodology

033 _ **arp** **15** **01** **002** - **001**

Historic Prefix

Number

Used only for the pure architectural projects, for which the numbering started with 001 back in 2002.

It is kept for single, standalone buildings only.

Core Project Number

Static

Static value, depending on the company executing the project. arp stands for art1st. See next page for partner companies.

Year

Indicates the calendar year (when the project number was issued)

Month

Indicates the month (when the project number was issued)

Number

Indicates the order number of the project within the given month

Contract Phase Suffix

Phase

Linear numbering starting from 01. Indicates CONTRACTUAL phase, not design phase.

Special projects: continuous delivery projects
Continuous services: IT, SLA, CMS

Continuous delivery projects, like service agreements, IT support, Content Management Service, etc, which are contracted for a longer period and need monthly invoicing, get a 00 mark insted of the month indication, and get a reference to the invoicing month in the phase number,

arp	16	20	001	-	001

Core Project Number				Contract Phase

Static	**Year**	**Continuous**	**Client code**	**Phase**
Static value, always 'arp'. Indicates that this is a project number.	Indicates the calendar year (when the project number was issued)	20 indicates that the project is continuous and also indicates the client group 20 T1 21 T2	Starting from 001 T-Mobile Austria	Logical contract phase

Example:

arp1620001 CMS-SLA service for T-Mobile Austria
arp1520001-001 Phase 001

Special projects: internal projects
Administration and internal developments

All projects that are internal are to be administered as all other projects, all costs and hours tracked as usual, except that the client is the company itself. All internal projects get their own project number as follows:

arp	17	00	001	-	001

Core Project Number				Contract Phase

Static	**Year**	**Internal**	**Project number**	**Phase**
Static value, always 'arp'. Indicates that this is a project number.	Indicates the calendar year (when the project number was issued)	00 indicates that the project is internal. This valuse is constant for internal projects	Starting from 001, different ranges set for different studios	Logical contract phase

Project number ranges:

001 - 099	Management projects
100 - 199	Business Support projects
200 - 299	IT projects
300 - 399	Architecture projects
400 - 499	Media Studio projects

Example:

p1700002-001   Management project number 2 in 2017, phase 001

File Naming Convention
The preliminary information on the content

File Naming Convention

Warsaw_Arkadia_PL	_	AA	_	D	_	v04	_	13	01	02	.	pdf

Descriptive file name	Field	Phase	Version	Publish Date	File Type
Use a descriptive name that will also make the file recognisable for the Client, the subcontractors and all other participants of the project.	Determines the engineering field: - AA (Architecture) - HV (HVAC) - EL (Electrical)	Indicates the design phase:	Indicates the version number within the design phase. Major changes can be differentiated from minor changes reflected in the name: Major change: v01, v02 Minor changes: v01p01, v02p02	The date when the file was published to the Client. Format: YY MM DD	Standardized file type extensions deified by the software developers: .pdf .xls .jpg …

FILE INFORMATION

Each file has an IPTC file metadata information

(International Press Telecommunications Council)

accessible from the File menu.

This information has to be filled out with the company data, file author details and contect details.

Design phases and related codes:

1. Technical Preparation
   MM   Meeting Minutes
   PE   Preliminary Estimate

2. Concept
   CD   Conceptual Design
   RS   Research

3. Design
   D   Draft Design
   DET   Detailed Design
   LIC   Licencing Design
   IMP   Implementation Design

4. Pre-implementation
   IE   Implementation Estimate
   TND   Tendering

5. Implementation
   MM   Meeting Minutes

6. Post implementation
   PPR   Post Project Review

The version number has to be increased after each and every publishing!

Several versions can have the same date, but not the other way around.

Folder Naming Conventions
Depending on folder type

Base folders	Organisational folders	Design version folders	Complementary folders
3000_Design	01_Business_Cards	131108_Draft_v08	xxx_sources
4000_Pre	02_Letterhead	131112_Draft_v09	xxx_internal_versions
5000_Implement	03_Presentation_Templates	131124_Draft_v10	xxx_backups
xxxx_...	xx_...	yymmdd_...	xxx_...

Fixed naming	Numbered naming	Dated naming	xxx naming
The base folder structure of each project is setup by the Head of Project Management using template structures determined by the type of work (Building design, retail design, multimedia project, graphic design project) **The base folder structure is always identical to the standard Project Phases (1 to 7)**	The organisational folders are created by the Project Manager of the project and serve the organisation of different design topics within a single project. These folders are usually created within the 3000_Design folder. Below and above the organisational folders other base folders are still existing.	Design version files are always stored within their folders. These folder names refer also to their content, the name consists of: - the date: YYMMDD - the design phase: Draft, Detailed, ... - the version: v09, v4p05	Folders that are temporary or store data which contain unclassified data or complementary data to the main files. These can be: - unpublished versions of the files - safety backups of larger files - linked files of InDesign files

Information Management
Overview

Server areas and permissions

Organisation of internal and external platforms

Access Permission Groups

A. Admins IT managers

B1. Super Managers Handlers of personal data

B2. Managers Lead circle, project managers, business support

B3. Project Managers Designers managing a project

C. Operations Implementations, designers

D. External workgroup Specialists, selected subcontractors

E. Clients pre-registered

F. Public access

Management Restricted Area

Employee personal data, work contracts, salary charts, general finance documentaiton.

Access restricted to:
1. Administrator
2. CEO
3. Head of business support

Business Support Area

Legal documents: contracts, official letters.

Facilities: all documents regarding facilities.

Project Finances Are

FInancial background of the projects, offers, POs, subcontractor invoices.

Design workshop server area

General, editable project & design files.

Templates
General templates for presentations, logos, color codes, IT templates.

Mail Server 2 Project Mail

Mailboxes of each project, with all the project related mails.

Coomunity server area

Shared files of the community

Mail Server 3 Users

Personal mail accounts of the employees

Project Web server Inbox

All incoming information of the projects, accessible from both the web and internal network.

Project Web server Publish

All published files accessible to registered clients.

Project Web server Upload point

An access point for the clients and externals and subcontractors to share large ammonts of project related data.

Web Server Public Web

General public web-site of the company

Video Server Public Video site

General video publishing site of the office. Clustered as you tube, can contain public and private channels.

Project file positions

| **Project finances** Offers, contracts | **Project files** Editable design files | **Project mailbox** All mail comms | **Project inbox** All incoming data | **Project publish** Published documents |

Special servers
Technical development

Additional server are operating for the support of the technical services we provide, we various, limited access.

Web

Web development server

C_Projects

Restricted access, confidential projects

Archive

Non-active archived projects

BackUp
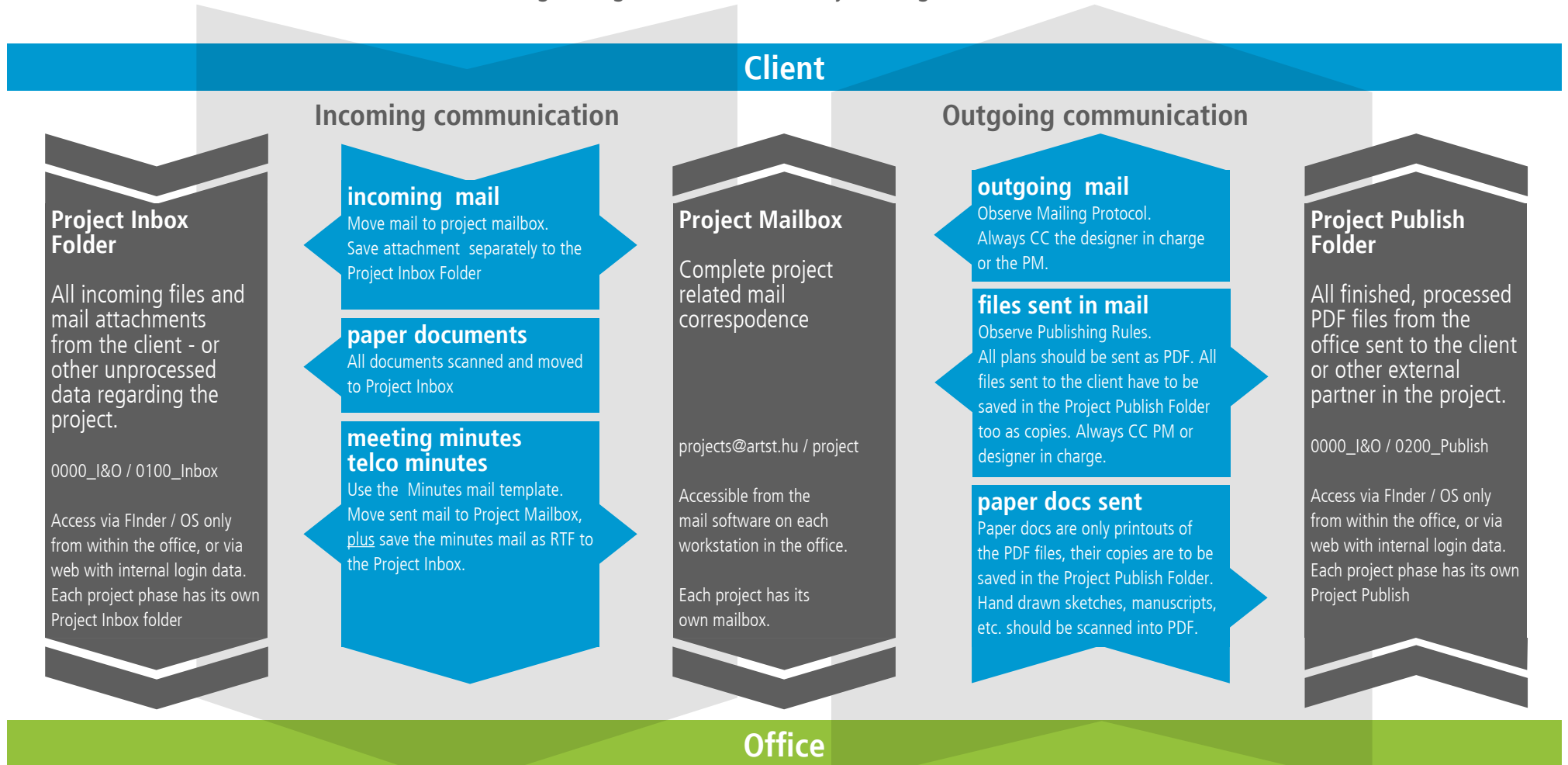
Security backups

RenderF

Render Farm server

eContents

Content broadcasting server

File and Information exchange with the Client
Organizing information for easy sharing

Client

Incoming communication

Project Inbox Folder

All incoming files and mail attachments from the client - or other unprocessed data regarding the project.

0000_I&O / 0100_Inbox

Access via FInder / OS only from within the office, or via web with internal login data. Each project phase has its own Project Inbox folder

incoming mail
Move mail to project mailbox. Save attachment separately to the Project Inbox Folder

paper documents
All documents scanned and moved to Project Inbox

meeting minutes telco minutes
Use the Minutes mail template. Move sent mail to Project Mailbox, plus save the minutes mail as RTF to the Project Inbox.

Project Mailbox

Complete project related mail correspodence

projects@artst.hu / project

Accessible from the mail software on each workstation in the office.

Each project has its own mailbox.

Outgoing communication

outgoing mail
Observe Mailing Protocol. Always CC the designer in charge or the PM.

files sent in mail
Observe Publishing Rules. All plans should be sent as PDF. All files sent to the client have to be saved in the Project Publish Folder too as copies. Always CC PM or designer in charge.

paper docs sent
Paper docs are only printouts of the PDF files, their copies are to be saved in the Project Publish Folder. Hand drawn sketches, manuscripts, etc. should be scanned into PDF.

Project Publish Folder

All finished, processed PDF files from the office sent to the client or other external partner in the project.

0000_I&O / 0200_Publish

Access via FInder / OS only from within the office, or via web with internal login data. Each project phase has its own Project Publish

Office

Mailing Protocol
Clear, concise, formal - and friendly

All communication with the Client has to be diverted toward the Project Managers.

Clients tend to establish direct contact with the designers, with the people 'who are actually working on the project'
Such actions should not be rejected directly, but rather in a 'silent' and pro-active way, always CCing the
Project Manager in the replies, having the Project Manager priority in publishing the ready files.

The mails should be as clear and concise as possible. At the same time, use formal language and formal
mail structure: Greeting / Intro / Subject / Greeting / Signature

By default, addressees answer the mail. Person in CC may answer the mail only having the consent of the
addressee. Even in these cases, the original adressee has to be CCd in the answer, and the answering letter
should be begin with the reasoning for the change of sender.

The circle of the addressees have to be set with great care. Not too many people should be addressed, but also not too few. Take care, that
the main project owner on the client side is always included in the mails, even if the
communication has descended to a lower level.

An office employee working on the project (Project Manager, Project Architect) should always be CCd when sending out mail to the Client.
This way the CCd person will have the outgoing message in her/his Inbox and can classify / move the mail to the Project Mailbox - no need
to browse for the mails in the Sent mailbox.

By CCing the information is shared, not the responsibility.

Always use your full full mail signature at the end of your mail. See Mail Signature Template in the templates
section. All incoming mail has to be moved to the appropriate Project Mailbox. Mail attachments have to be saved
separately to the Project Inbox Folder. Important mails, like Initial Briefs, Meeting Agendas, etc - which are written into the body mail and
not as separate attached files should be saved as RTF files to the Project Inbox Folder. Observe file and folder naming standards from the
corresponding section of this book.

Meeting Minutes Protocol
Clear, concise, formal - and friendly

Meeting Minutes / Telco Notes
All external meetings with the Client or with subcontractors, external specialists,
important internal meetings have to be recorded in Meeting Minutes which is distributed to all
participants in an e-mail.

Effort has to be made, that we (as Art1st) get the right to write the minutes, not the other parties
in the meeting.

The templates are to be found in the Projects@art1st.hu account,
in the Art1st_Mail_Templates mailbox

Include discussed, commented PDFs with the mail

The mail has to be CCd to the Project Manager / Lead PM / LD / LFD / designer in charge
(depending on involvement in the project).
The mail is saved as RTF in the project inbox, together with the attachments.

Phone Call Notes
Same template applies as with the Meeting Minutes

The Phone Call Note serves the recording and sharing of the information within the office.
All project participants to be addressed.

Call note to be saved as RTF in the project inbox, together with the attachments (ie. commented PDF)

Art1st_NAS_01	FS_A	00_Template	000_Art1st_logos	Standard company logos, award logos, etc - used in all company documents and templates	Access to all employess
			001_Management_File_Templates	Letter and offer templates, business cards	
			002_Folder_Structure	Standard folder structures - to be copied to the workshop server for new projects	
			003_Portfolios_and_Introduction_Letters	General portfolio documents for new client presentations	
			004_IT_Templates	General hardware and software config files, templates	
			005_Presentation_and_Print_Templates	Templates for client presentations	
			006_Giveaways_and_PR_Prints	Company giveaways - calendars, envelopes, etc.	
			007_User_Manuals	User manuals for software and equipment	
			008_Web	Company web site preparaiton documents	
			009_Architect_Templates	Architectural drawing sheet templates	
			100_Client_Templates	Templates of client companies	
		01_Community	110_Community_share_drive	General shared files of the office community	Access to all employess
			120_Community_events	Shared documents - photos, videos, music - of the community events	
			190_Scan	Scan folder of architect and media offces	
		02_DWShop	Folders by clients	General workshop platform: all design files of the project realisation	Access to all employess
		03_Arch	310_Projects	Project files of the architectural projects organised by project number	Access to all employess
			320_Pre-Projects	Project preparation files of the Lead Designer - without project number yet	
			330_Technical_Resources	Collection of technical resources - product catalogues, descriptions, details	
			340_Cost_Estimate_Standards	Standard chart templates for cost estimate compilation	
			350_Standards	DIN an other standard description documents	
			360_Regulations	Collection of local regulations, building codes, etc.	
			370_Templates	Architectural templates	
		04_MWShop	Folders by clients	Media Workshop area - moved to FS_B (faster drive)	Access to all employess
		05_BizDev	510_Strategy	General strategy presentaitons organised by year of publicaiton	Access to all employess
			520_New_Business	Introduction documents to new clients organised by date	
			530_Quality_Mngmt	All quality management documents: white book, org charts, ISO procedures	
			540_Social_Responsibility	All documents on activities connected to social responsibility of the company	

File Server Structure 2/2
General Description

Art1st_NAS_01	FS_A				
		06_Facilities	610_HQ_Facilities 620_IT_Internal 630_Insurances 640_All_contacts 690_Scan	All documents regarding the operation of the HQ building and subsidiaries Internal IT maintenance documents All insurance policy documents Contact registries Scan folder of Facility Management	Access restricted to Project Management
		07_C_Projects	**Confidential projects**	Confidential projects	Access restricted to Management / Bus. Supp.
		08_Legal	810_Contracts 820_Trademark_&_Pat_Reg 830_Signature_Samples 840_Company_registry_docs 850_Legal_Processes 860_Authorizations 870_Letters 880_Project_Finance_Summaries 890_Other	All active and archived contracts All registered trademark documentation Management signature samples Company registry documentaiton, registry court documents Actual and archived legal processes Management authorizations Non project related official letters Client specific and project type specific financial summaries All other legal related documents	Access restricted to Project Management
		09_Mngmt	910_HR 920_Finance 930_C_Project_Mngmt 990_Scan	Human Resources area: work contracts and related documents All finance documents: invoicing, financial planning, etc. Management of the confidential projects Scan folder of the Business support	Access restricted to Management / Bus. Supp.
		10_P_Mngmt	1010_Art1st_Projects 1020_Installations 1090_Scan	Financial documents of the projects: offers, internal calculations, subcontractor invoices General installation schedule planning documentaiton Scan folder of the Project Management office	Access restricted to Project Management
		11_Archive	**Folders by clients**	Archived projects - moved to FS_B (faster drive)	Access to all employess

Workshop (DWSHop) Server Structure - Projects
General Organisational Principle

Project Phases		Main folders	Short names		Subfolders (typical examples)
Preparation	**1** Technical Preparation	0000_Inbox_&_Publish	0000_I&P	All incoming files received from clients or othe parties organised chronologically. All PPP stamped documents published to the client organised chronologically.	0100_Inbox 0200_Publish
		1000_Internal_Project _Support_Documents	1000_Support	All documents related to the contract of the client and art1st (contracts, offers, calculations). All templates, software support files neccessary for the internal realisation.	1100_Agreements 1200_Software
Concept	**2** Concept Preparation	2000_Project_and_Design _Preparation	2000_Concepts	Conceptual development of the project, all designs and preparations not connected to a specific site. Research, workshops, site surveys, historical data, etc.	2100_Concept_Presi 2xxx_Workshops 2xxx_Graphic_Concepts 2xxx_Gen_Timelines 2xxx_Gen_Estimates 2xxx_Multimedia_Concept 2xxx_Fixture_Concepts
Desgin	**3** Design	3000_Design	3000_Design	All design files for all design phases and design areas related to the project.	3100_Drafts 3200_Licencing 3300_Detailed
Implementation	**4** Pre-Implementation	4000_Pre-Implementation	4000_Pre	All files supporting the preparation of the implementtion. Tendering proceses, timeplans, cost evaluations, order lists. Tender documentation. Meetings with the subcontractors, implementation workshops, telco minutes, etc.	4xxx_Meetings 4xxx_Tender_Docs 4xxx_Tender_Action 4xxx_Orders_POs 4xxx_Timelines
	5 Implementation	5000_Implementation	5000_Implement	Support of the implementation process, all files from on site supervision, invoices of the subcontractors, site notes, construction photos, etc.	5xxx_Photos 5xxx_Handover_Docs 5xxx_Delivery_notes
	6 Post-Impl.	6000_Post-Implementation	6000_Post	Evaluations of the implementatin, gurantee papers, etc.	6xxx_PPR 6xxx_Gurantee_docs
PR	**7** PR	7000_PR	7000_PR	Collection of print and web articles on the project for internal and external publishing. Professional photos, events, etc.	7xxx_Prof_Photos 7xxx_Articles

Workshop Server Structure - Store + MM Projects
General Organisational Principle & Project Type Differentiation

Top level		Sample_client
Project level		p1901001_Sample_Store_Project

Project phase level	001_General_Concept	002_Kaeetnerstrasse_Pilot	003_Opening_MM_Campaign
Project folders Contents depending on project type	**0000_I&P** 0100_Inbox 0200_Publish	**0000_I&P** 0100_Inbox 0200_Publish	**0000_I&P** 0100_Inbox 0200_Publish	
	1000_Support 1100_Agreements 1200_Software	**1000_Support** 1100_Agreements 1200_Software	**1000_Support** 1100_Agreements 1200_Software	
	2000_Concepts 2100_Concept_Presi 2xxx_Workshops 2xxx_Graphic_Concepts 2xxx_Gen_Timelines 2xxx_Gen_Estimates	no folder	**2000_Concepts** 2100_Concept_Presi 2200_Materials 2300_Brief 2400_Schedule	
	3000_Design 01_Sample_Store	**3000_Design** 3100_Drafts 3200_Licencing 3300_Detailed	**3000_Multimedia** 01_M-Wall 02_Window_Digit 03_LED-Wall_3	011_AFX 012_Previews
	no folder	**4000_Pre** 4xxx_Orders 4xxx_Timelines 4xxx_POs 4xxx_Tender_Docs	**4000_Broadcast** 4100_Broadcast_matrix	
	no folder	**5000_Implement** 5xxx_Photos 5xxx_Handover_Docs	**5000_Project_Files** 140522_Kaertnerstrasse_PF ...	
	no folder	**6000_Post** 6xxx_PPR 6xxx_Gurantee	no folder	
	no folder	**7000_PR** 7xxx_Prof_Photos 7xxx_Articles	no folder	

Workshop Server Structure - Architecture projects

General Organisational Principle & Project Type Differentiation

Top level

> Sample_client

Project level

> 033_p1901002_Sample_Family_House

Project phase level

001_Competition_Phase		002_Complete_House_Design		003_Construction_Supervision	
0000_I&P	0100_Inbox 0200_Publish	**0000_I&P**	0100_Inbox 0200_Publish	**0000_I&P**	0100_Inbox 0200_Publish
1000_Support	1100_Agreements 1200_Software	**1000_Support**	1100_Agreements 1200_Software	**1000_Support**	1100_Agreements 1200_Software
2000_Concepts	2100_Concept_Presi 2xxx_Gen_Timelines 2xxx_Gen_Estimates 2xxx_Research	no folder		no folder	
no folder		**3000_Design**	3100_Drafts 3200_Licencing 3300_Detailed	no folder	
no folder		no folder		**4000_Pre**	4xxx_Meetings 4xxx_Tender_Docs 4xxx_Tender_Action 4xxx_Orders
no folder		no folder		**5000_Implement**	5xxx_Photos 5xxx_Handover_Docs 5xxx_Delivery_notes
no folder		no folder		**6000_Post**	6xxx_PPR 6xxx_Gurantee
no folder		no folder		**7000_PR**	7xxx_Prof_Photos 7xxx_Articles

Project folders Contents depending on project type

Workshop Server Structure - MM Only Projects
General Organisational Principle & Project Type Differentiation

Top level			
Sample_client			

Project level			
p1901003_NL_Content_Q1_2015			

Project phase level

001_iPhone_6_Content			002_Big6_Content		
0000_I&P	0100_Inbox 0200_Publish		**0000_I&P**	0100_Inbox 0200_Publish	
1000_Support	1100_Agreements 1200_Software		**1000_Support**	1100_Agreements 1200_Software	
2000_Concepts	2100_Concept_Presi 2200_Materials 2300_Brief 2400_Schedule		**2000_Concepts**	2100_Concept_Presi 2200_Materials 2300_Brief 2400_Schedule	
3000_Multimedia	01_M-Wall 02_W_Digit 03_LED-Wall_3 ...	011_AFX 012_Previews	**3000_Multimedia**	01_M-Wall 02_W_Digit 03_LED-Wall_3 ...	011_Nokia 012_Samsung_S5 013_Blackberry	0111_AFX 0112_Previews
4000_Broadcast	4100_Broadcast_matrix	140412_M-Wall_iPhone6 140413_M-Wall_iPhone6	**4000_Broadcast**	4100_Broadcast_matrix	140412_M-Wall_Big6 140413_M-Wall_Big6 140413_LEDW3_Big6
5000_Project_Files	140522_Kalverstraat_PF 140522_Beursplein_PF ...		**5000_Project_Files**	140522_Kalverstraat_PF 140522_Beursplein_PF ...	
no folder			no folder		
no folder			no folder		

Project folders
Contents depending
on project type

Workshop Server Structure - Graphics Projects
General Organisational Principle & Project Type Differentiation

Top level	**Sample_client**
Project level	**p1901004_Gala_Dinner**
Project phase level	**001_Print_Materials**

Project folders
Contents depending on project type

0000_I&P	0100_Inbox 0200_Publish	
1000_Support	1100_Agreements 1200_Software	
2000_Concepts	2xxx_Research	
3000_Graphics	01_Poster 02_Invitation 03_Leaflet ...	00_Presentations 01_Sources 02_Print_Prod_Files
no folder		
no folder		
no folder		
no folder		
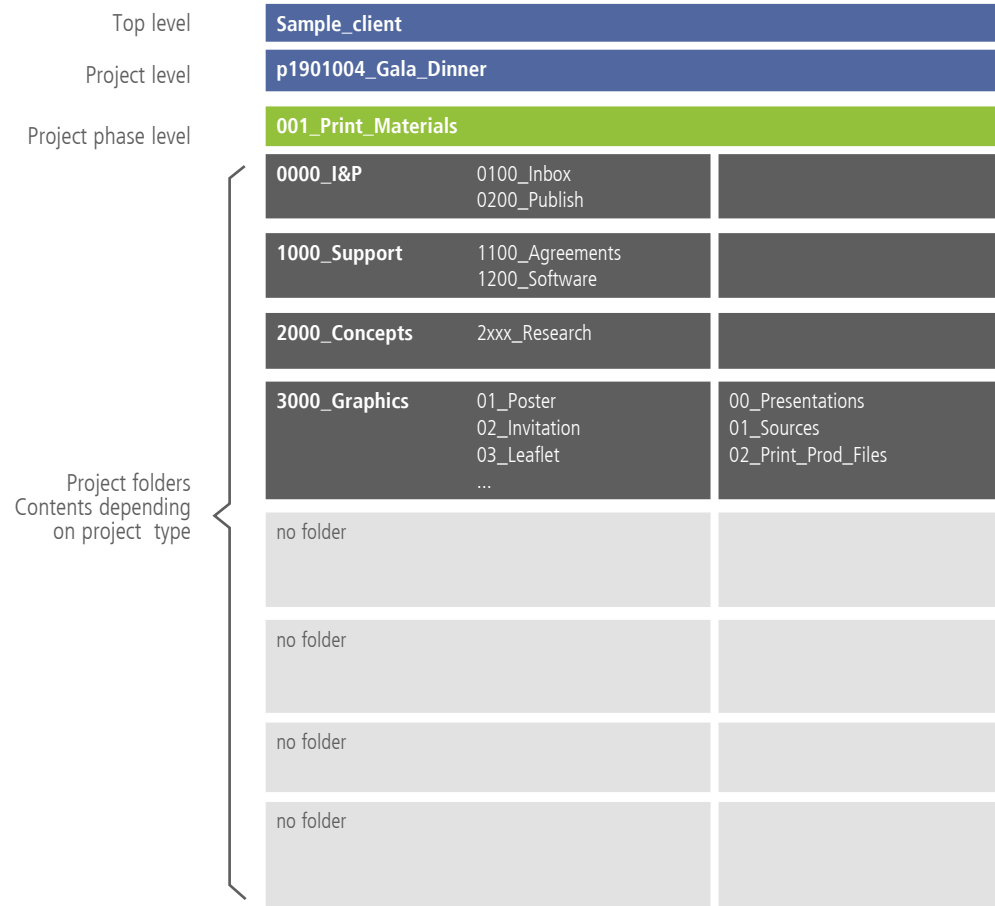
Project Management file locations
General Description

FS_A server folder	Subfolder	Project name	Project phase	Subfolder	Description
10_P_Mngmt	1010_Art1st_Projects	**arp1904008_Berlin_HSR**	**001_Concept_Design**	**01_ Internal_ Calculations**	Internal financial preparation files **YYMMDD_FromWho_Content**
				02_ Client_docs	All project accouting related documents: - quotes, contracts, POs, letters, etc - **sent to or received from the client.** All files organized into folders: **YYMMDD_FromWho_Content**
				03_ Subcontractor_ docs	All project accouting related documents: - quotes, contracts, POs, letters, etc - **sent to or received from the subcontractors.** All files organized into folders: **YYMMDD_FromWho_Content**
			002_On_site_sampling		
			003_Phase ...		
			004_New_Concept_Design		
		arp1904009_...			
		arp1904010_...			

Knowledge Sharing
Meeting, consultation and training schedules

General daily and weekly meeting schedule
Fixed meeting slots provide both undisturbed working hours and knowledge sharing

Status Meeting - Monday
Presentation and discussion on the of all the running projects.
General presentation and briefing of the Lead Designer and CEO.
Host: Head of PM
Attandees: Management and Project Managers

Status Meeting - Thursday
Update on the project statuses, discussion
on the remaining work for the week.
Host: Head of PM
Attandees: Management and Project Managers

Lead Designer consultations / PPC Check
Multiple daily consultation with the Lead Designer
and the Lead Field Designers, open to all staff.
Host: LD or LFDs
Attandees: Depending on project

P-KOM (Project Kick Off Meeting)
Kick-off meeting for a new project. Assigning a Project Manager,
compiling the Initial Brief, defining a draft internal timeline.
Host: Lead PM
Attandees: HoSts, Business Support, PMs, Implementation

C-KOM (Creative Kick Off Meeting)
Defyning the Creative Brief, project scope,
determining internal and external resources,
Appointed Project Manager
Host: Lead Designer and Lead Field Designers
Attandees: HoSts, Business Support Managers, Impl.

Weekly Financial report alignment
Aligning the weekly finances, weekly balance.
Host: CEO
Attandees: Finance and HR Manager

Time slot / Day	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
00:00 - 06:00	Nightwork / NW	NW	NW	NW	NW	WENW	WENW
06:00 - 08:30	Payed Overtime POT	POT	POT	POT	POT	WEPOT	WEPOT
08:30 - 10:00	General work slot	General work slot	General work slot	General work slot	General work slot	WEPOT	WEPOT
10:00 - 11:00	Lead Designer consultation / PPC (P-KOM / C-KOM)	Lead Designer consultation / PPC (P-KOM / C-KOM)	Lead Designer consultation / PPC (P-KOM / C-KOM)	Lead Designer consultation / PPC (P-KOM / C-KOM)	Lead Designer consultation / PPC (P-KOM / C-KOM)	WEPOT	WEPOT
11:00 - 12:30	General work slot	General work slot	General work slot	Weekly banking	General work slot	WEPOT	WEPOT
12:30 - 13:00	Lunch break	Lunch break	Lunch break	Lunch break	Lunch break	WEPOT	WEPOT
13:00 - 14:00	Status Meeting All Mngmt & PMs Demo room	Lead Designer consultation / PPC	Lead Designer consultation / PPC	Status Meeting All Mngmt & PMs Demo room	Lead Designer consultation / PPC	WEPOT	WEPOT
14:00 - 16:00	General work slot	General work slot	General work slot	General work slot	General work slot	WEPOT	WEPOT
16:00 - 17:00	Lead Designer consultation / PPC	Lead Designer consultation / PPC	Weekly financial report alignment	Lead Designer consultation / PPC	Lead Designer consultation / PPC	WEPOT	WEPOT
17:00 - 22:00	Payed Overtime POT	POT	POT	POT	POT	WEPOT	WEPOT
22:00 - 00:00	Nightwork / NW	NW	NW	NW	NW	WENW	WENW

Color coding	All circles	Lead Designers	Business Support	

General monthly meeting schedule
A structured month

Cost Submission Day

Colelcting all the frame contract partner invoices for the past month, classification.

Host: Financial and HR Manager
Attandees: Head of PM

Compilation of the monthly financial report

Collecting all the financial information for the past month and compiling a report for the CEO

Host: Financial and HR Manager
Attandees: CEO

Monthly Acounting Meeting - MAMEE

Aligning on the balance of all running projects, decision on the invoicing or other actions.

Host: Head of PM
Attandees: CEO, Financial and HR manager, Project Managers

Pay day one-on-one

Monthly personal assesment evaluation, on-on-one discussion on all business related issues.

Host: CEO
Attandees: All staff / one by one

Pay-day beer

Voluntary late afternoon meeting off-site.

Host: CEO
Attandees: All staff - voluntary

PR Thursday

Proposals on the monthly PR activites and web update topics

Host: Business Support Manager
Attandees: CEO, Lead Designers, HoSts

Week / Day	Monday	Tuesday	Wednesday	Thursday	Friday
First	**Cost Submission day** 09:00 - 12:30 All externals, frame contract partners, employees submitting their monthly bills and expense sheets. **Compilation of the Monthly financial report** Monthly balance sheets, outstanding bills.	**Monthly Accounting Meeting - MAMEE** 11:00 - 12:00 Overview of all project accounting, billing statuses.		**Pay Day** **Pay Day One-on-one** 13:00 - 16:00 One-on-one with the CEO. **Design Forum** 16:00 - 17:00 Monthly briefing by the LD **Pay Day beer** Optional: 17:30 - 19:00 **Monthly Business Evaluation - MOBE** 15:00 - 16:00 Overview of the business with the CEO.	
Second		**Quality Management Review** 11:00 - 12:00 Evaluation of processes.		**PR Thursday** 15:00 - 16:00 Collection of entries for the web update.	
Last				**Web update day** 15:00 - 16:00 Check of the web update, publishing same day.	**Monthly stationery ordering** Ordering of stationery, supplies, etc.
Color code	All circles	Lead Designers	Business Support		

Yearly meeting & training schedule
Fixed dates

In General
All official working days in Hungary are working days in the Budapest office.

First week of January
Internal Quality Management Workshop Week
Three day workshop with follwoing topic:

- CEO presentation on the strategy for the year
- Presentation on the main quality improvement task for the give year
- discussion on the topics
- workshop on selected quality improvement topics
- workshop evaluation, scheduling of tasks

January 15
Announcement of:
- the yearly workdays schedule
- ammount of PTO days

November 15
Announcement of the Christmas Party date

December 15
Announcement of
- the Holiday Season work schedule
- yearly bonuses
- benefits

Quality Checks
Taking personal responsibility

Pre-Publish Check and Publishing Protocol

Project Publish Folder is our chronological diary of delivered files.

The Pre-Publish Check is our prime quality control procedure. It ensures that the documents published are created with care, responsibility and knowledge. The stamps guarantee:
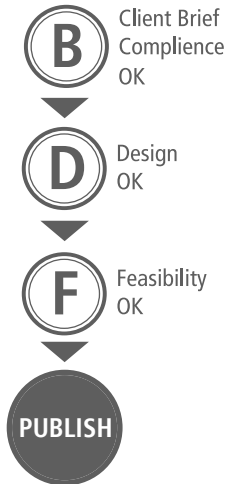
(B) Client Brief Complience OK

(D) Design OK

(F) Feasibility OK

(PUBLISH)

Client Brief Complience - stamp issued by the Project Manager.
It proves, that the design has all the information received from the Client incorporated ,
it complies with the initial briefing and the requests, asks received on the way.

Design - stamp issued by the Lead Designer.
It proves, that the design complies with the guiding principles of our office: art first. It bears the attributes of goodness, thruth and beauty. And of course, it satisfies the given functions and ergonomic norms.

Feasibility - stamp issued by the Implementation Manager.
It proves, that the design is feasible within the given timeframe, budget and technical framework. It also proves that the design documentation is compliant to the requirements of the implemantion.

As a general rule, the Project Manager is publishing the files.
No publishing without the 3 stamps of the Pre Publishing Check (PPC): Client Brief Complience, Design, Feasibility.

Stamps are to be given in a fixed order: B stamp first, D stamp second, F stamp third.

When Publishing, the File Information (xmp file information) should be checked.
In Acrobat: File / Properties. The form should be filled out in all cases - responsibility of the PM.

The published files are by default PDF files, optimized to 200 dpi, RGB color Space (Adobe RGB 1998), locked for editing. If not otherwise requested by the Client or Implementation.

The Project Publish Folder is our chronological diary of delivered files. It is accessible to the Client via the Project Web Page. In case of disputes, the list and content of Published Files are an important source for argumentation. Some files are too large to be sent via e-mail. Those files should be copied to the Project Publish Folder and a mail sent to Client with a link to that file.

Oversight of implementations
Following the realisation of our designs

We, as a complete team have to aknowledge, that design is just the first -
important, but not essential - step toward the realisation - creation of a product.

The designer is judged by the qualities of the finished product -
not by the quality of the drawings.

It means, that it is in our best interest to invest as much energy as possible into
the supervision of the implementations - because independent from the legal background,
it is our de facto responsibility.

Project Managers

Highlight the importance
of implementation supervision to the
Client.

Ensure, that aspects of implementation are
taken into consideration during the whole
project: time and budget allocated for
site visits, material checks, product pilots,
regular on site implementation checks.

Guarantee, that a Post Project Review is
compiled for each and every project

Designers

Design always with the final product in
clear site.

Contemplate on the implementation
process, think about each phase.
Experience the materials and technologies,
put yourself in the position of construction
workers or printers who are going
to realise your design. Prepare the
documentation in a way that it is concise
and clear.

Make sure, that you visit the site regularly
and pay attention to all details.

Implementation Managers

The design and implementation processes
are long and complicated - but both are
quickly forgotten
and only the final product remains with its
built-in qualities - stripped of all the other
circumstances, stories, deals, overnights,
etc.

Check the plans and the implementation
processes thinking 1-2-5-10 years ahead:
when only the result will be there to
testify.

IT Quality checks
Sharpening our tools

All the design work we do is done in an electronic format.
Even hand drawings are scanned and stored as files.
Printouts are made from files, which will serve as a reference for production, implementation.

It is essential, that all the IT equipment is callibrated and the callibration kept up-to-date.

The files are one of our primary assets, therefor the backup schedule
is important in preserving our values.

Responsibilities:

IT managers	**Proof Center Manager**	**Facility Manager**
For the planned purchases, select only the IT equipment that can be callibrated. Perform regular backups: - continuous backup via RAID systems on all file servers - weekly on site backup to independent, off-line media of all file servers - monthly off-site backup of all file servers	Monitor daily the color-prooveness of the equipment, color charts, measuring equipment.	Ensure that the regular maintenance and callibration work is performed by the contracted partmers.

Project Support Processes
Tracking Costs, Progress and Quality

Project Support Processes: Overview
Tracking Costs, Progress and Quality

Internal Support Processes
Keeping track

Meeting Schedules

Daily PPC and LD consult.
Pre-Publish Checks with all interested parties, consultations with Lead Designers, Implementation

Status Meetings
Checking and tracking the account status and the status of the realisation twice per week. Checking against the Initial Quote and Draft Timeline

Monthly Accounting Meeting: MAMEE
Closing the month financially every first Tuesday in the month. Forwarding to invoicing.

Monthly Quality Review
Quick review of all running projects from quality perspective.

Costs
Tracking Account Status, Controlling

Daily
Recording hours and incoming invoices

All hours are recorded daily on intranet platfrom, all incoming invoices in CIPO.

Owner: All

Weekly
Administration of hours and overtime

Closing of all hours and overtimes on Friday evening

Owner: Head of PM, Head ofs

Monthly
Preparation for invoicing and salaries

All subcontractor invoices to be submitted by the first Monday in the month.

Owner: FHRM, PM & Lead PM

Invoicing
Invoices issued monthly for all projects

Inovices issued based on the closed accounting for the given month in Traffic Live.

Owner: FHRM

Progress
Tracking Realisation Status

Twice per week
Status Meetings Monday and Thursday

Tracking and recording progress in the Project Map. Comparing to approved quotes and timelines. The weekly Monday Status Meeting is an all-staff meeting - beside of project tracking, it is also a weekly briefing by the Lead Designer.
Owner: PM & Lead PM

Monthly
Monthly Accounting Meeting: MAMEE

Closing the monthly chapters for all projects. BALANCE IS DRAWN FOR EACH AND EVERY PROJECT.

Owner: FHRM, PM & Lead PM

Quality
Tracking Quality of work

Daily consultations
Daily consultations / review with LD / LFD Pre Publish Checks with all Project Staff
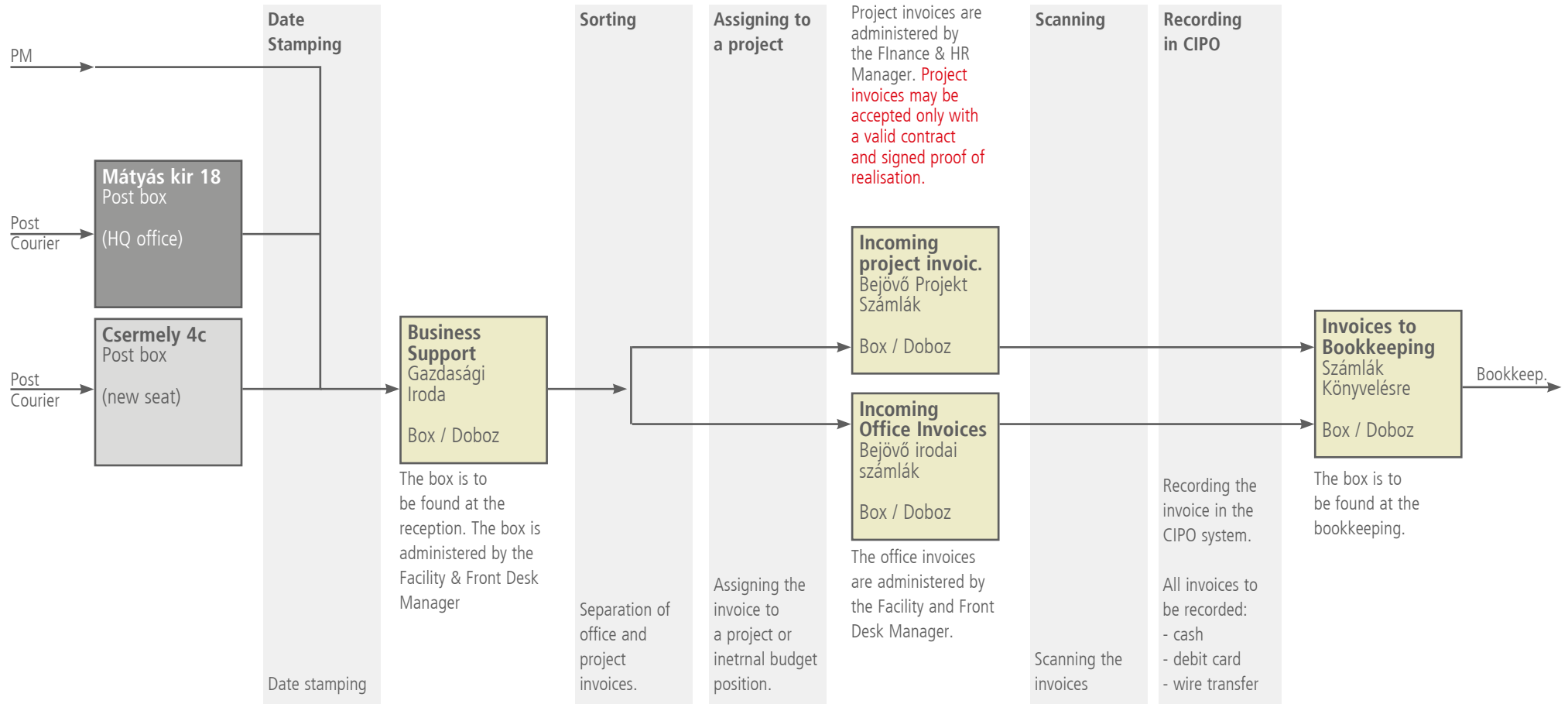
Owner: LD, Implementation, PM

Monthly Quality Review
Collection of learnings from all running proj. Streamlining processes

Owner: Quality Manager

Incoming Invoice Management
Keeping track of costs

Date Stamping

Sorting

Assigning to a project

Project invoices are administered by the FInance & HR Manager. Project invoices may be accepted only with a valid contract and signed proof of realisation.

Scanning

Recording in CIPO

PM

Post Courier

Mátyás kir 18
Post box

(HQ office)

Post Courier

Csermely 4c
Post box

(new seat)

Business Support
Gazdasági Iroda

Box / Doboz

The box is to be found at the reception. The box is administered by the Facility & Front Desk Manager

Incoming project invoic.
Bejövő Projekt Számlák

Box / Doboz

Incoming Office Invoices
Bejövő irodai számlák

Box / Doboz

The office invoices are administered by the Facility and Front Desk Manager.

Invoices to Bookkeeping
Számlák Könyvelésre

Box / Doboz

The box is to be found at the bookkeeping.

Bookkeep.

Date stamping

Separation of office and project invoices.

Assigning the invoice to a project or inetrnal budget position.

Scanning the invoices

Recording the invoice in the CIPO system.

All invoices to be recorded:
- cash
- debit card
- wire transfer

Office Budget Positions
Classification of costs

A   **Real Estate**
A.01   Buildings (rent, cleaning, garden, utilities)
A.02   Insurance (building insurances only)
A.03   Security (night watch, security guards, remote watch)

B   **Services**
B.01   Fixed line phone (Magyar Telekom fix line invoices)
B.02   IT services (Internet, IT, mail, servicing)
B.03   Mobile phones (mobile phone invoices, mobile internet invoices)
B.04   Taxi / Courier / Post / Freight / Parking (office related only)

C   **Vehichles**
C.01   Vehichles (leasing fees, car insurances, servicing)
C.02   Fuel (fuel, oil, screenwash, highway fees)

D   **Machinery**
D.01   IT Hardware (purchase, rent or lease of hardware)
D.02   IT Software (software purchase, leasing)

E   **Stationery**
E.01   Paper / Pens / Business cards (printer cartridges)

F   **Catering**
F.01   Food / Drink (hot meal delivery, coffee, water)
F.02   Representation (restaurant bills)

G   **Profession Costs**
G.01   Membership fees (chambers, international organisations)
G.02   Professional books / Magazines (purchase, subscription)
G.03   Professional Insurance (architect insurance, construction insurance)

H   **Business Support**
H.01   PR (advertisments, PR news articles, photo shootings)
H.02   Marketing (evenets, fairs, exhibitions)
H.03   Legal (lawyer fees)
H.04   Banking costs
H.05   Accounting
H.06   Other (job ads, etc)

J   **Personal costs**
J.01   Salaries (salaries, bonuses, etc)
J.02   Trainings (language classes, professional trainings)
J.03   General Practitioner (office medical practitioner)
J.04   Sport / Culture / Free time

K   **Taxes**
K.01   Taxes / contributions

Externals and Subcontractors
Keeping track of costs and progress

Only the CEO can decide on the involvement on Externals and Subcontractors
based on recommendations from the Lead Designers, Proejct Managers, HoSts,
IT Manager, Implementaiton Manager or Business Support Manager.

All externals ans subcontractors have to send their quotes/offers before the
release of the Initial Quote. All the externals' and subcontratcors' offers have to be built
into the Initial Quote.

All externals and subcontractors can be contracted only after the written approval of their
Quotes by the appointed Project Manager AND the CEO. The approved quotes have to be sent back
to the externals and subcontractors. The terms have to be fixed in a contract, based on the Quote, before the
start of the project.

All externals and subcontractors contracted on an hour fee base have to submit their invoices
each month for all the work done in the given month. Submission is on the first Monday of the month.
Invoices are issued against the Proof of Fulfilment, issued by the PM / Lead PM / CEO. The Proof of Fullfillment
lists the proved ammount of hours spent on each project in the given month.

Externals contracted on a project fee base will submit their invoices at the conclusion of the
project or the conclusion of the project phase - as regulated in their contracts with the office.
Invoices are issued against the Proof of Fulfilment, issued by the PM / Lead PM / CEO. The Proof of Fullfillment
can only be issued to an ammount not higher than the initial quote and the sum fixed in the contract.
Separate Proof of Fulfilment have to be issued for extra work - once that extra work is quoted to the Client or signed by the CEO.

Managing contracts
Keeping an up-to date record

In general, only the CEO is authorised to sign a contract in the company.

Depending on the filed of operations, the recommendation for contracting
a third party can be made by the Head of Project Management, Lead Designers, Project Managers, HoSts,
IT Manager, Implementaiton Manager or Business Support Manager.

All contracts have to be verified by the company's legal advisor, Dr. Hédi Bozsonyik prior to signing.
All contracts can be classified as:

- Project Contracts
- Infrastructure Contracts
- HR Contracts

Project Contracts
Project contracts are signed for the realisation of one or several projects, either with subcontractor of art1st, or art1st acting as a subcontractor or supplier. The Project Contracts are classified as follows:

FC - Frame Contracts
OC - Occasional Contracts
ND - Non Disclosure Agreements (tipically signed during the preparations for FC or OC)

The list of the contracts, stored in the 320_Legal folder on the Management server

Infrastructure Contracts
All contracts signed connected to the facilities (utilities, internet providers, IT contracts, etc). The contracts are marked:

IC - Infrastructure Contracts

The list of the contracts, stored in the 370_HQ_Facilities folder on the Management server

Managing contracts continued

Keeping an up-to date record

HR Contracts
Contracts signed with the employees, organised as follows:

WC - Work Contracts
AN - Announcements
RG - Regulations

The list of the contracts, stored in the 340_HR folder on the Management server.

General contract naming convention

Contract Naming Convention

FC	_ 001	_ 2014	_ Sziget_Kft_szereles	_ 13 01 02	. pdf
Type	**Number**	**Year**	**Descriptive file name**	**Publish Date**	**File Type**
Contract type: FC OC ND IC WC AN RG	Number within the category and within the year.	The year the contract was signed	Contains the name of the contracted partner and (if neccessary) the subject of the contract	The date when the contract was signed Format: YY MM DD	Editable files are InDesign files, the sealed vfinal ersion is saved as PDF

Internal Projects & Sponsorhips
Keeping track of costs and progress

Not all projects are made for Clients, some are internal projects
or projects made for Marketing purposes, PR purposes or Sponsored Events:

Internal projects
All office related projects, all activities connected with the developement or simple
running of the project are classified under the first project number of the year,
The Office Project. The project has to be supported and run just as any other project:
its project manager is the Business Support.

See "Project Naming Convention" for numbering policy

Sponsorships, PR Events, etc.
All projects, regardless of being not ordered by a Client, or managed for free as
a sponsorhip should be run as any other 'normal' project. Project Number is given, the Initial Brief (IB),
Project Scope (PS), Creative Brief (CB) have to compiled, Draft Timeline compiled, Initial Quote published,
even if a 100% discount is given.

Sponsorship is not a bottomless well - the ammount sponsored has to be known and made obvious.

Document templates
Quotes, letters, presentations

General letter template 1/3
Adobe InDesign template file

Template file location:

FS_A
00_Template
001_Management_File_Templates
0011_Letters_Internal_Documents
Art1st_Internal_Doc_Temp_A4_190206.indt

The template file is regurarly updated,
always use the latest version.

Earlier versions are to be found in the xxx_Preliminary folder.

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art1st
design . media . architecture

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Art1st Design Studio Kft
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Corp id. No. : 01-09-064836
EU VAT No. : HU10306015
Bank : MKB Bank Zrt.
EUR Acc No. : 10300002-10482914-48820012
IBAN : HU54 10300002-10482914-48820012

TO **Gregor Hickmann**
DT Group Brand Management

ADDRESS Friedrich-Elbert Allee 140.
53838 Bonn, Germany

Qutotation
Ben NL shop concept research & design

PROJECT arp1506002-002
QUOTE VER. A
DATE February 06, 2019

DESCRIPTION Mobile service BEN Netherlands is planning the refurbishment of its store network to answer the current demands of the market and refresh the general look and feel of its outlets. The task of art1st to perform the initial market research in terms of shop design of the given retail segment, design a creative concept and develop a draft design.

POS	ITEM	RATECARD	DESCRIPTION	FEE	QTY	UNIT	TOTAL
CD	**CONCEPTUAL DESIGN**						**31 935.00 EUR**
CD.1	Research						4 462.00 EUR
	Research on the local telco industry, retail landscape, coverage, footfall.						
CD.1.1	Leading the research	D1	Lead Designer	104.00	3,5	hours	491.00 EUR
CD. 1.3	Photo shooting						4 200.00 EUR
1.3.1	Photographic Equipment rental	ZAC4	Equipment Rental	1 200.00	2,0	days	2 400.00 EUR
1.3.2	Lighting Equipment rental	ZAC4	Equipment Rental 2	890.00	2,0	days	1 800.00 EUR
CD. 1.5	Location research	P1	Project Manager	72.00	8,0	hours	13 491.00 EUR
CD.2	Conceptual design planning						27 473.00 EUR
	First design concept, including mood boards, zoning concepts, proposal for lighting						
CD.2.1	Leading the research	D1	Lead Designer	104.00	3,5	hours	491.00 EUR
CD.2.2	Location research	P1	Project Manager	72.00	8,0	hours	13 491.00 EUR
CD.2.3	Location research	P1	Project Manager	72.00	8,0	hours	13 491.00 EUR

TOTALS

		TOTAL
CD	**CONCEPTUAL DESIGN**	**31 935.00 EUR**
DI	DESIGN IMPLEMENTATION	0.00 EUR
DC	DOCUMENTATION	0.00 EUR
	SERVICES TOTAL	**31 935.00 EUR**
TL	TRANSPORT & LODGING	0.00 EUR
	NET TOTAL (0% VAT on inter EU services)	**31 935.00 EUR**

Summary according to DT budgeting priciples

Sub-proj. No	arp1506002-002-CD	arp1506002-002-DI	arp1506002-002-DC			Offer Total
Category	CD. Conceptual Design	DI. Design Implementation	DC. Documentation	**Services Total**	TL. Transport & Lodging	
Ammount	**18 924.00 EUR**	**0.00 EUR**	**0.00 EUR**	**18 924.00 EUR**	**0.00 EUR**	**18 924.00 EUR**

Service credits accumulated (0%) | 0.00 EUR

This offer has been compiled according to the regulations of the effective Frame Agreement between Deutche Telekom AG and art1st design studio kft, valid from January 01, 2019 (FA2019). Offer validity30 days

Budapest, February 06, 2019

Daniel Taraczky
Lead Designer, CEO

art1st | DOCUMENT TITLE: **Untitled-3** | DATE: **February 06, 2019** | PAGE: 1
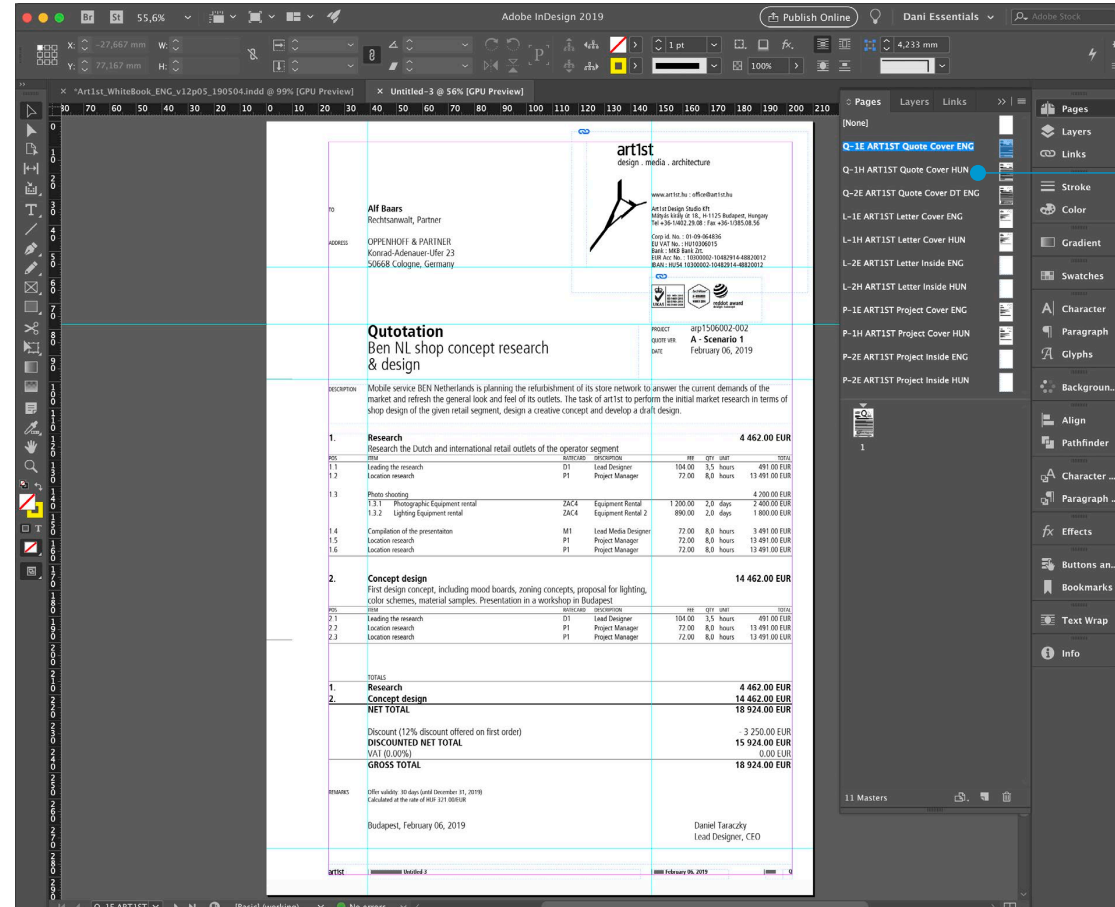

General letter template 2/3

Adobe InDesign template file

Template file location:

FS_A
00_Template
001_Management_File_Templates
0011_Letters_Internal_Documents
Art1st_Internal_Doc_Temp_A4_190206.indt

The template file is regurarly updated,
always use the latest version.

Earlier versions are to be found in the xxx_Preliminary folder.

The template file contains templates for a wide range of different applications:

- quotes
- letters
- project descriptions

in both english and hungarian versions
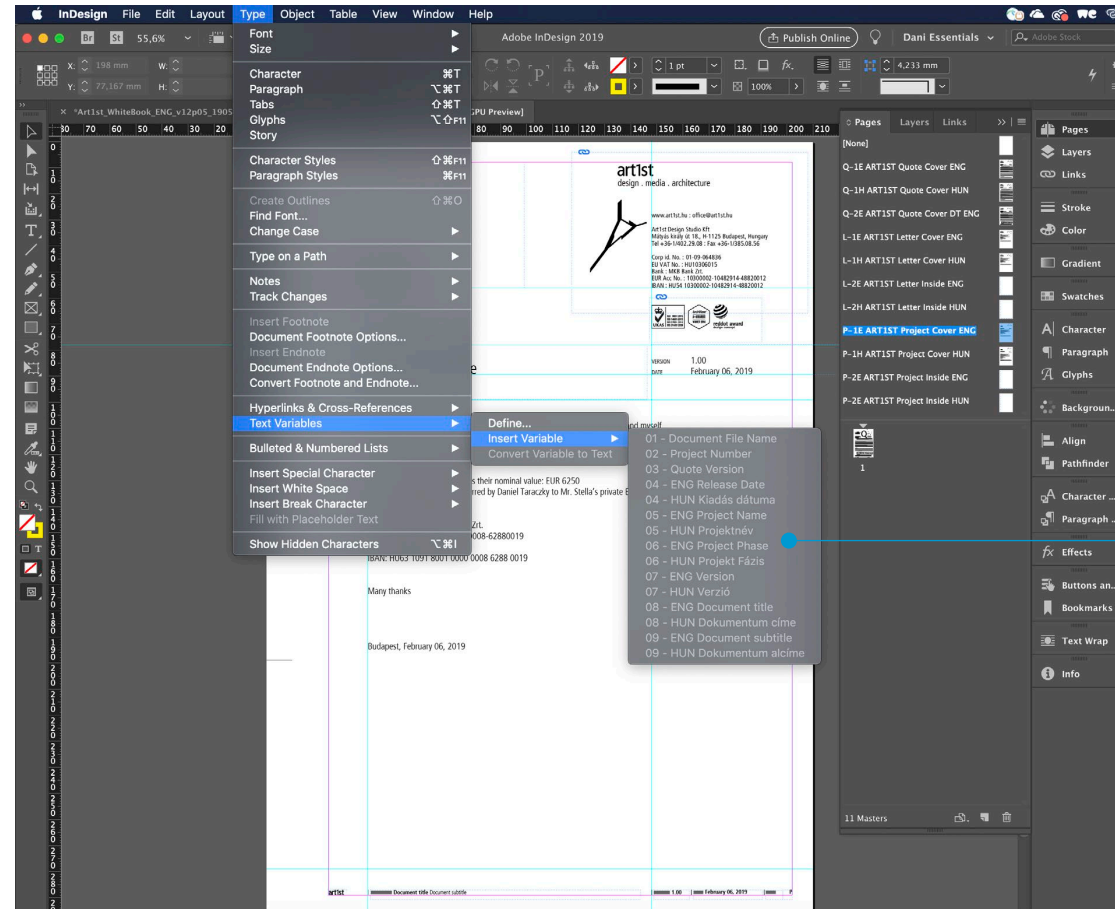
General letter template 2/3
Adobe InDesign template file

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Please use the pre-defined
text variables to set the
current specs of your
document:

- release date
- project number
- etc

Company data

COMPANY DATA # Basic Data
Status May 30, 2019

company name	**ART1ST Design Studio Kft**
seat	Csermely út 4c, H-1121 Budapest, Hungary
office, invoicing address	Mátyás király út 18, H-1125 Budapest, Hungary
VAT No	HU10306015
Corporate registry No	01-09-064836

Contact

central e-mail address	office@art1st.hu
central phone number	+36-1 / 209.44.47
central fax number	+36-1 / 385.08.56

Ownership

ownership structure	Dániel Taraczky (100%)

Bank data

HUF account number	HU54-1030-0002-1048-2914-4902-0019
EUR account number	HU54-1030-0002-1048-2914-4882-0012
USD account number	HU09-1030-0002-1048-2914-4012-0019
CHF account number	HU85-1030-0002-1048-2914-4022-0016

thank you for your kind attention
Daniel Taraczky, CEO & Lead Designer