

Tab 1

Book Cover Design Brief

Objective:

Create a book cover that represents the heart-brain connection, blending health and science in a clean and modern way. The design should look appealing and professional without making it look like a biology textbook.

Requirements:

- Focus on the heart-brain connection as the main concept
- Experiment with different color options
- Keep the design minimal and unclutteredp content if need
- Remove the current toed
- Make it engaging and suitable for a wide audience

Specs:

- Size: 6x9 inches (front cover only)
- Format: JPG or PNG
- Include: Title + Author Name

The Physiology of Bullying

Title:

Author: Liza K. Collins

Once a Bird asked a Bee:

Reference Image:

A FEARLESS CALL TO END WORKPLACE TRAUMA
AND CREATE CULTURES WHERE HUMANS
AND ORGANISATIONS THRIVE.

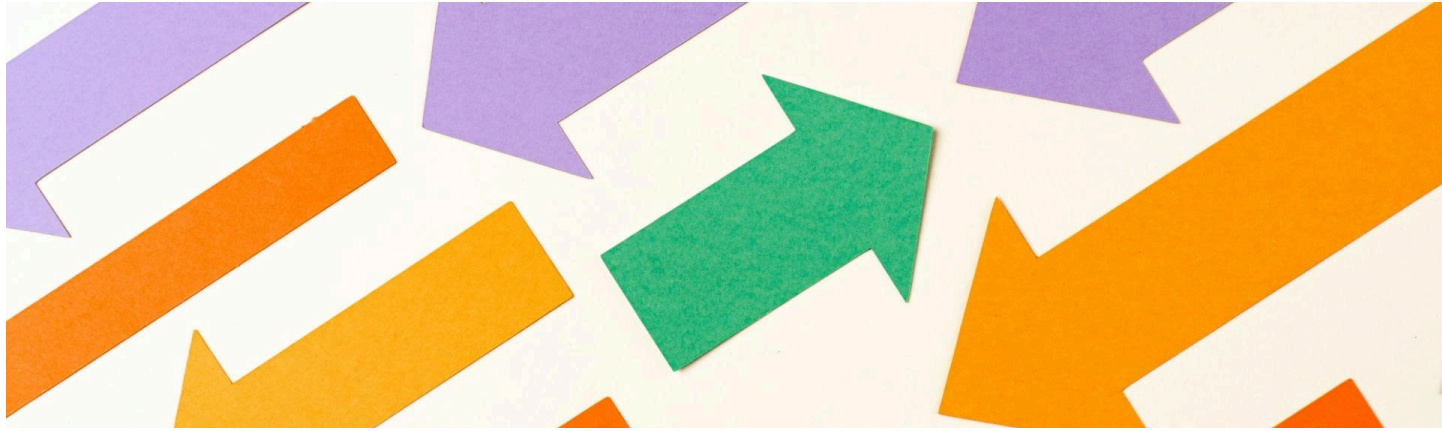
THE PHYSIOLOGY_{OF} BULLYING

Why Workplace Harm Destroys People
and Organisations—and the Future of
Work Depends on Ending It



LIZA K. COLLINS, MA


Project kickoff



Project kickoff

Date  Date

Owner  Person

Meeting  Calendar event

Background and context

Provide a clear and concise overview of the project, including the problem, opportunity, and key stakeholders. Explain how the project aligns with the company's overall goals and objectives, emphasizing its importance within the broader strategy.

Objectives

- Define the the project objectives
- Make sure they are concise, relevant, and measurable

Scope and deliverables

Deliverable	Description
Name	Add description
Name	Add description
Name	Add description

Milestones


Completion date	Project phase	Description
<div><div></div>Date</div>	Milestone 1	Add description
<div><div></div>Date</div>	Milestone 2	Add description
<div><div></div>Date</div>	Milestone 3	Add description


Meeting cadence


<div>Monday</div> <div>Stand-up</div> <div>Working session</div>	<div>Tuesday</div> <div>Stand-up</div>	<div>Wednesday</div> <div>Stand-up</div> <div>Midweek review</div>	<div>Thursday</div> <div>Stand-up</div> <div>Working session</div> <div>Retro</div>	<div>Friday</div> <div>No meeting</div>
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Resources

Weekly report  File

Project brief  File


Brainstorming session  File

Research  File

Marketing assets  File

Next steps

☐ List action items

☐ Assign action items to team members  Person


☐ Add deadlines


Team and stakeholders


Project team

List who is working on the project

Team members

 Person


 Person

 Person


Stakeholders

List key clients or stakeholders

Clients

 Person

 Person

 Person