

Project plan

Think through the phases of your project and identify the estimated time and the date when each task will be finished. Identify an owner for each task who will make sure the task is completed.

Define

Task	Owner	Deadline	Completed?
Determine publication and format			
Interview client about expectations (if applicable)			
Determine goals of project			
Determine target audience of project			
Determine content and style information			
Set appropriate price for pub(s)			
Assign teams			

Design and Build

Tasks	Owner	Deadline	Completed?
Detailed storyboard created			
Page layout begins			
Produce Illustrations			
Produce and/or edit copy			
Incorporate copy and design into a rough first draft of publication			
Copyrights and other legal matters are resolved			
Launch social media campaign (if applicable)			

Design and build

Tasks	Owner	Deadline	Completed?
Revision and feedback			
Feedback from client (if applicable)			
Feedback from publisher on initial draft			
New version of publication created based on revisions			

Delivery

Print Delivery

Tasks	Owner	Deadline	Completed?
Get final proofs of publication			
Review and edit final proofs			
Get client to sign off on proofs			
Publication delivered in proper format			
Post Mortem after project finished			

Web delivery (if applicable)

Tasks	Owner	Deadline	Completed?
Prepare files for web delivery			
Reserve server space			

eBook (if applicable)

Tasks	Owner	Deadline	Completed?
Content reads correctly			

--	--	--	--