

# 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<br>(if applicable)                  |       |          |            |
| Feedback from publisher<br>on initial draft              |       |          |            |
| New version of publication<br>created based on revisions |       |          |            |
|  |       |          |            |
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## 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 |       |          |            |
|                         |       |          |            |
|                         |       |          |            |