Sample Subspecialty Production Schedule

Production Stage	Deadline	Day	Responsibility
P-Review (Beginning 12/31/13)	1/1/2014	0	NA
Assignments to Authors	1/1/2014	0	Managers, Editors
P-R'ed Content to SharePoint	1/3/2014	0	MCE
Permissions Request to Coordinator	1/6/2014	5	MCE
Final MCE & Proof (No postmeeting author rev)	1/15/2014	14	MCE
Postmeeting revisions (limited) to SharePoint	1/15/2014	14	Authors
Final MCE & Proof (postmeeting AU rev)	1/22/2014	21	MCE
Publish (Ongoing)	1/29/2014	28	Manager
Preview for Editors & Approval Complete[1]	2/5/2014	35	Manager
Submissions (A) to Sharepoint	2/12/2014	42	Authors
Submissions (A) to Editors*	2/19/2014	49	Manager
Submissions (B) to Sharepoint	3/12/2014	70	Authors
Submissions (A) to Copy Editor*	3/12/2014	70	Manager
Submissions (B) to Editors*	3/19/2014	77	Manager
Submissions (B) to Copy Editor*	4/9/2014	98	Manager
Copy Edited Submissions (A) to Meeting-ready	4/9/2014	98	MCE
Copy Edited Submissions (B) to Meeting-ready	5/7/2014	126	MCE
Begin CS Preparation for P Review	5/14/2014	133	Manager
Submissions Previews to SharePoint*	5/28/2014	147	MCE
Peer Review	6/4/2014	154	NA

* Indicates previously manual tasks (can be largely automated through implementation of SPoint)

[1] Process is assumed to be ongoing as permissions are approved, and questions are mapped and entered into database, but permission process should begin within 5 days of peer review completion

Earliest next peer review: 11/4/2014 (Day 154 of next cycle)

Comments:

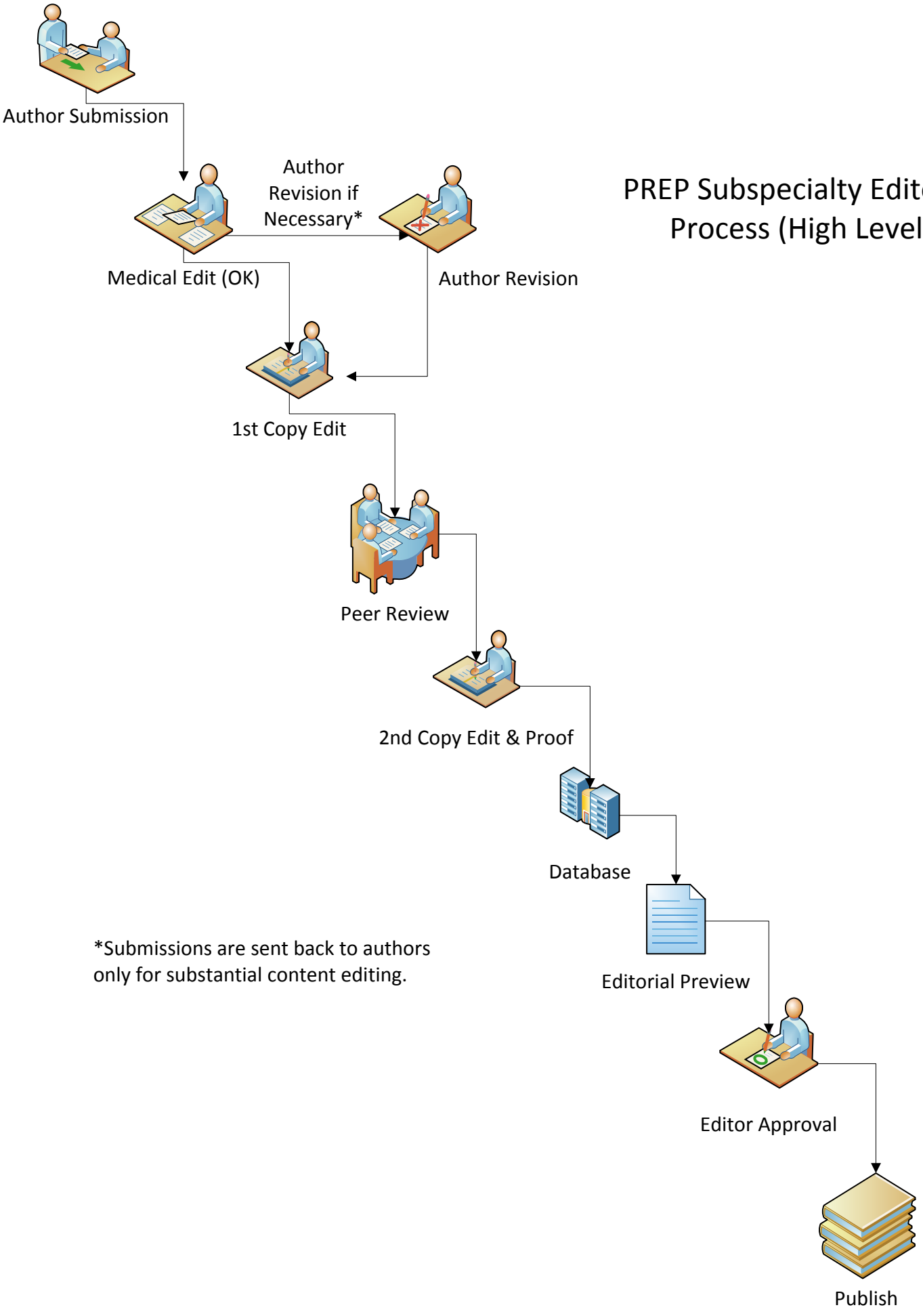
- Total process is 22 weeks (154 days), or roughly 5 months
- Allows for 80% minimum submission rate (96/120) annually
- Authors given 10 weeks to complete 6 submissions (1 wk buffer each set, 12 wks for 6 Qs)
- Time between meetings must be >5 months
- Two cycles = 308 days, allowing 57 days of flexibility annually
- Macro development (RW)--managers can deliver deadlines, CalDAVs, etc in-meeting
- (Future integration) MS Project, SPoint, Outlook 365--master subspecialty calendar & workflow
- Original submission to premeeting content edit & MCE, T = 8 weeks (up to 14)
- Master Cal precludes >2 subspecialties copy edited in house at same time by same MCE
- Authors have 2 weeks to return postmeeting revisions to MCE for final copy editing
- MCE has 1 wk for final CE/proof of postmeeting revisions (should be discouraged)

SharePoint Potential Savings (yearly)

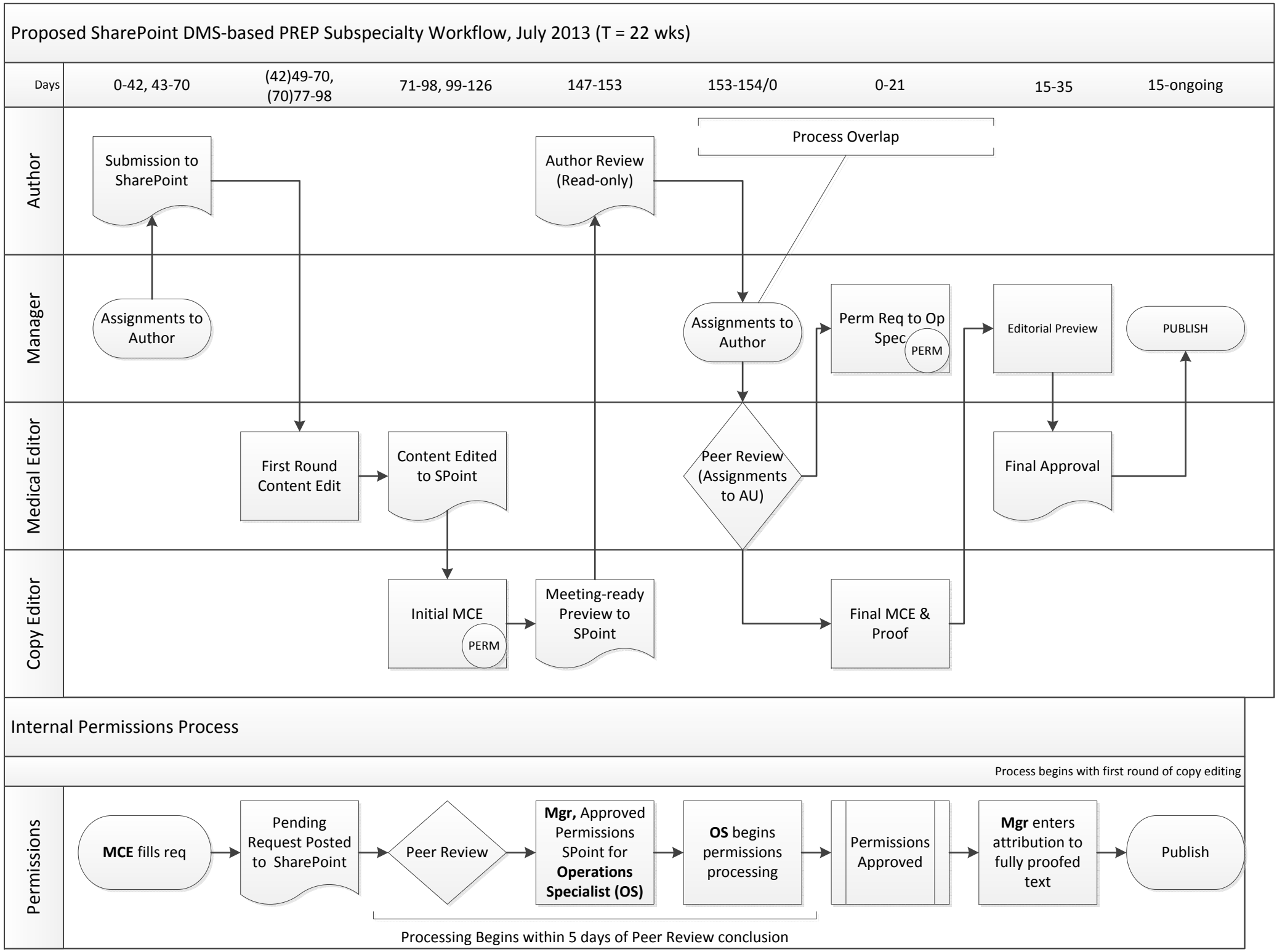
Item	Cost	
ScholarOne (Yearly)	$	10,000.00
ScholarOne (Build)	$	2,000.00
2 Freelance copy editors: document management costs ($2400 per year per subspecialty for 4 subspecialties)	$	7,200.00
30% of current MCE's scheduled work hours	$	21,000.00
Beena NeoReviews Plus document management	$	6,000.00
Total	$	46,200.00
50%	**$**	**22,600.00**

*MCE, medical copy editor

PREP Subspecialty Editorial Process (High Level)



*Submissions are sent back to authors only for substantial content editing.


Proposed SharePoint DMS-based PREP Subspecialty Workflow, July 2013 (T = 22 wks)
Days
0-42, 43-70
(42)49-70, (70)77-98
71-98, 99-126
147-153
153-154/0
0-21
15-35
15-ongoing
Author
Manager
Medical Editor
Copy Editor
Submission to SharePoint
Author Review (Read-only)
Process Overlap
Assignments to Author
Assignments to Author
Perm Req to Op Spec
PERM
Editorial Preview
PUBLISH
First Round Content Edit
Content Edited to SPoint
Peer Review (Assignments to AU)
Final Approval
Initial MCE
PERM
Meeting-ready Preview to SPoint
Final MCE & Proof
Internal Permissions Process
Process begins with first round of copy editing
Permissions
MCE fills req
Pending Request Posted to SharePoint
Peer Review
Mgr, Approved Permissions SPoint for Operations Specialist (OS)
OS begins permissions processing
Permissions Approved
Mgr enters attribution to fully proofed text
Publish
Processing Begins within 5 days of Peer Review conclusion