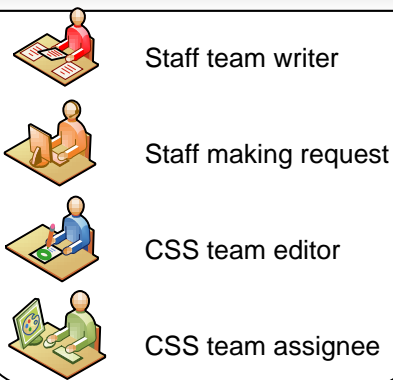


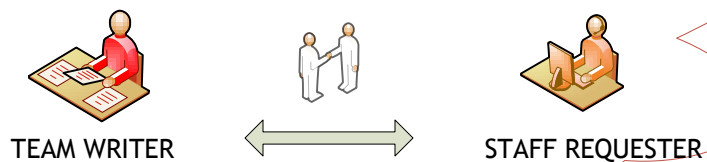
CSS TEAM REQUEST PROCESS WORKFLOW

Web, Intranet, mass e-mails, eLion demo, eLion help, and print requests

Roles



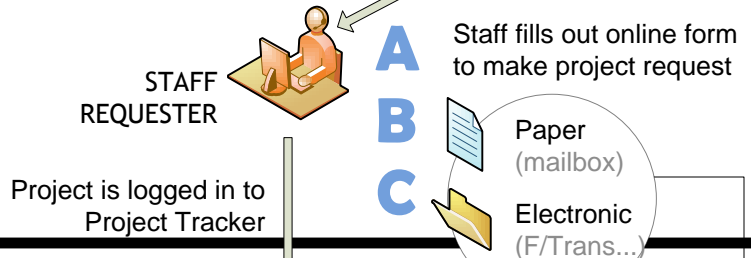
Team writer and staff requester collaborate on project



REQUEST MADE BY STAFF,

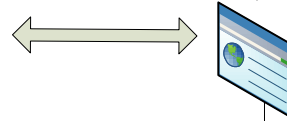
CONFIRMATION RECEIVED

FORM LOCATION:
Intranet >
Forms >
Project Request Forms >
Comm & Stu Services Request...



ASSIGNED

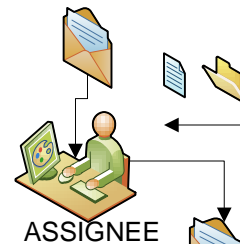
Project is **ASSIGNED** to staff member:
Giovanna - Project Tracker Manager
Greg – support
Tammy - support



In the Project Tracker: Project status is changed to **ASSIGNED**.

DESIGN/ DEVELOPMENT

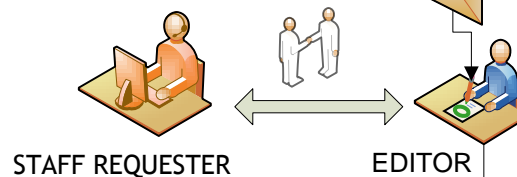
Email is sent to the staff member assigned to the project.



Project status is changed to: **DESIGN / DEVELOPMENT**.
Project status is changed to **PROOF/EDIT**.

PROOF/EDIT

CSS editor (Giovanna) works with the staff requester to agree on final edits for large requests. For smaller requests assignee will proof/edit with requester.



Project status is changed to **COMPLETE** once edits are finalized.

COMPLETE

Project status is changed to **COMPLETE** once edits are finalized.

PRINT

Project status is changed to **PRINT** during print stage.



CLOSED

When project is in production OR printed, status is changed to **CLOSED**.

