LT Workflow Chart (5-Week Course)   **Course: _____/_____   Start Date: _____   LT Leader:_____**

WEEK_2	WEEK_3	WEEK_4	WEEK_5
Dates:	Dates:	Dates:	Date:

Task(s):

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University of Phoenix

Legend: TM = Team Member

Directions: Fill in all appropriate cells and draw arrows to next point person. Draw "X" through unused boxes, if team has fewer than five members.

Tasks to Consider: Disseminate Assignments, Conduct Initial Research, Write Rough Draft, Write Introduction, Write Assigned Section, Write Conclusion, Merge Individual Documents, Submit to CWE WritePoint, Finalize Citations, Complete Reference List, Submit to CWE Plagiarism Checker, Finalize Changes, Send out for Final Team Proofing, Prepare PPT, Submit to Faculty, etc.