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| Week 1 — 12/28/19 to 1/3/20 | | | | | |
|  | Monday | Tuesday | Wednesday | Thursday | Friday |
| Project manager | Start day: Introductory meeting, Project overview, and Team get-together. Project milestones will be discussed and general outline created. | Should check in with SMEs and Project admin on daily basis to determine if they need help and how it’s going. | | | |
| SME | All 3 SMEs should draft the first 33 pages of the document (11 pages each) of their respective sections of the document and present next Wednesday 1/8. Each person should try to write 2 pages per day. Graphics (tables, charts, pictures, etc.. should be included with text as and when needed). | | | |
| Project administrator | Create report where you determine the best publication method (web, print, electronic, etc...) and specific publication methods within the domain (for web, which service you choose to host webpage or for print, which publisher) based on budget constraints, available publishing methods, document length, and target audience. Any necessary people (publishers, web designers, etc...) should be contacted if necessary to get more information. Should present on Monday 1/6. | | | |
| Technical Writer |  |  |  |  |
| Editor |  |  |  |  |

**Project schedule and tracking worksheet:**

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| Week 2 — 1/6 to 1/10 | | | | | |
|  | Monday | Tuesday | Wednesday | Thursday | Friday |
| Project manager | Should host meeting with everyone and collect publication method report from administrator. Should check publication method report and discuss with everyone for approval. All should be on consensus with appropriate writing tools to use, which will be provided by admin. | Check the progress of the SME on draft of first 33 pages. | Make sure the SME hands over the rough draft of the first 33 pages to the editor | Oversee that the SME is writing the draft of the 2nd set of 33 pages. | |
| SME | Should continue drafting all sections. Each SME should write 2 pages per day. | | * **Rough Draft of first 33 pages due.** Should be handed over to Editor for developmental edit. * Should start writing the 2nd set of 33 pages, to be submitted next Friday 1/17. | Can work with Project administrator to transfer writing to appropriate writing tool, if determined to be different than what is currently being used. | |
| Project administrator | Report on publication methods due and should be submitted to Project manager in meeting for approval. | Should provide the SME with the appropriate writing tool based on what was decided on Monday 1/6 and should assist with transferring any current writing. | | | |
| Technical Writer |  |  |  |  |  |
| Editor |  |  | Collect first 33 pages of draft of from SMEs and perform developmental edit by reorganizing sections and taking out irrelevant information. Hand over by next Wednesday to Technical writer. Edit about 7 pages per day. | | |

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| Week 3 — 1/13 to 1/17 | | | | | |
|  | Monday | Tuesday | Wednesday | Thursday | Friday |
| Project manager | Should check that Project administrator is able to allocate budget and contact necessary publishers. | Should check progress of SME on writing and address any concerns. | Should make sure Editor hands over 2nd set of 33 pages to the Technical writer. |  | Should make sure SME hands over 2nd set of 33 pages to Editor |
| SME | Continue rough draft of 2nd set of 33 pages. Each SME should write 2 pages per day and be ready by Friday 1/17 | | | | * **Rough Draft of 2nd set of 33 pages due.** Should be handed over to Editor for developmental edit. * Should start writing the 3rd set of 33 pages, to be submitted next Friday 1/17. Again, each SME should write 11 pages (about 2 pages per day). |
| Project administrator | Should contact specific publishers (decided in week 1 and 2) to discuss publication times and to setup any necessary contracts. Should allocate budget for necessary materials for writing and publishing. Should start an expense table for all purchases. | | | | |
| Technical Writer |  |  | Get the first 33 pages draft from Editor and start the substantive edit process. Reword and rewrite sentences and paragraphs + do fact checking and place graphics where appropriate. Show to project manager next Thursday 1/23. | | |
| Editor | *Technical review:* Show the current developmental edit to SMEs and ask for feedback. Incorporate feedback into document. Be ready to hand over to Technical writer on Wedneday. | | **First 33 pages developmental edit is due.** Hand over to Technical writer. |  | Get 2nd set of 33 pages from SME. Start doing a developmental edit. Finish and hand over to Technical writer by next Friday 1/24. |

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| Week 4 — 1/20 to 1/24 | | | | | |
|  | Monday | Tuesday | Wednesday | Thursday | Friday |
| Project manager | * Check progress of SME’s 2nd set of 33 pages. * Should inquire with admin about expense table and any budget issues. | Make sure SME hands over draft of 2nd set of 33 pages to the editor. | Check progress of Editor’s developmental edit. | Collect the substantive edit of the first 33 pages from the Technical writer and review for approval and usability. | Make sure the editor hands over 2nd set of 33 pages to the Technical writer. |
| SME | Briefly review the substantive edit of the Technical writer and add corrections or comments. | * **Rough draft of 2nd 33 pages due.** Should be handed over to Editor for developmental edit. * Start draft of last 33 pages of document due next Wednesday 1/22. | Briefly review the developmental edit for the 2nd set of 33 pages from the editor and add corrections or comments. |  |  |
| Project administrator | Should continue to update expense table from week 3 and bring up any budget issues to manager. Should try to find ways to enhance professional appearance of document through software tools or technologies. Also should check how to enhance graphics. | | | | |
| Technical Writer | *Technical review:* Show the substantive edit for the first set of 33 pages to the SMEs, get any questions answered and incorporate any feedback into document. | | | **Substantive edit of first set of 33 pages due.** Hand over to Project manager for approval. | Get the 2nd set of 33 pages draft from Editor and start the substantive editing process. |
| Editor |  | *Technical review:* Show the developmental edit for the 2nd set of 33 pages to the SMEs, get any questions answered and incorporate any feedback into document. | |  | **Developmental edit of 2nd set of 33 pages is due.** Hand over to Technical writer for substantive editing. |

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| Week 5— 1/20 to 1/24 | | | | | |
|  | Monday | Tuesday | Wednesday | Thursday | Friday |
| Project manager |  |  | Make sure SME hands over draft of 3rd set of 33 pages to the editor. |  | Collect substantive edit of 2nd set of 33 pages from Technical writer and review for approval. |
| SME |  |  | **Rough draft of 3rd set of 33 pages due.** Should be handed over to Editor for developmental edit. |  |  |
| Project administrator | Should research which channels are best to host the final document. Will document be free or purchased? If purchased, which websites will it be available to buy on and how do you reach a wider audience. Should gather information and share with Project manager next Monday 1/27. | | | | |
| Technical Writer |  |  | Technical review: Show the current substantive edit to the SMEs, get any questions answered and incorporate any feedback into document. | | **Substantive edit of 2nd set of 33 pages due.** Submit to Project manager for approval. |
| Editor |  |  | Get 3rd set of 33 pages from SME. Start doing a developmental edit. Finish and hand over to Technical writer by next Wednesday 1/29. | | |

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| Week 6 — 1/27 to 1/31 | | | | | |
|  | Monday | Tuesday | Wednesday | Thursday | Friday |
| Project manager | Should review report on various publication channels from admin for approval. |  | Make sure Editor hands over developmental edit of 3rd set of 33 pages to the Technical writer. |  |  |
| SME | Help the editor with any factual issues in 3rd set of 33 pages. | |  |  |  |
| Project administrator | Share report on publication channels researched last week with manager. | Should make arrangements with all publication channels to host the document (if web, make plans to make it available on certain webpages. Or if print should arrange for locations to provide the document. Arrange for space on the company website to place the document for easy access to users (use a dummy document and upload on specific webpage). | | | |
| Technical Writer |  |  | Get the 3rd set of 33 pages draft from Editor and start the substantive editing process. Finish by next Wednesday 2/5. | | |
| Editor | *Technical review:* Verify any structural or factual questions found in 3rd set of 33 pages document with SMEs. | | **Developmental edit of 3rd set of 33 pages is due.** Hand over to Technical writer. |  |  |

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| Week 7 — 2/3 to 2/7 | | | | | | |
|  | Monday | Tuesday | Wednesday | Thursday | | Friday |
| Project manager |  |  | Collect substantive edit of 3rd set of 33 pages from Technical writer and review for approval. |  | |  |
| SME | Help the Technical writer with any factual issues in 3rd set of 33 pages. | |  |  | |  |
| Project administrator |  |  |  |  | |  |
| Technical Writer | *Technical review:* Verify any major factual issues found in 3rd set of 33 pages document with SMEs. | | **Substantive edit of 3rd set of 33 pages due.** Submit to Project manager for approval. | Combine all 3 document sections into one document and hand over to Editor for developmental edit of entire document (about 100 pages) | | |
| Editor |  |  |  | | Get combined document from Technical Writer and start developmental edit of entire document. Hand over to Technical writer next Friday 2/14. | |

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| Week 8 — 2/10 to 2/14 | | | | | |
|  | Monday | Tuesday | Wednesday | Thursday | Friday |
| Project manager |  |  |  |  | Make sure Editor hands over Developmental edit of entire document to Technical writer. |
| SME |  | Help the Editor with any factual issues in developmental edit of entire document. | |  |  |
| Project administrator |  |  |  |  |  |
| Technical Writer |  |  |  |  | Get document from Editor and do substantive edit of entire document with any necessary rewrites for better paragraph flow and structure. Add in introductory and conclusion paragraphs, table of contents, copyright page, and reference page. Make sure the entire document is around 100 pages. Submit to Project manager next Friday as official first draft. |
| Editor |  | *Technical review:* Verify any major factual issues found in developmental edit of entire document with SMEs. | |  | **Developmental edit of entire document due.** Hand over to Technical writer. |

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| Week 9 — 2/17 to 2/21 | | | | | |
|  | Monday | Tuesday | Wednesday | Thursday | Friday |
| Project manager |  |  |  |  | Review first draft for approval of general appearance and voice. Validate usability for target audience. Make sure Technical writer hands off document to Editor for proofreading for 2nd draft. |
| SME |  |  | Help the Technical writer with any factual issues in first draft. | |  |
| Project administrator |  |  |  |  |  |
| Technical Writer |  |  | *Technical review:* Verify any major factual issues found in first draft of document with SMEs. | | **FIRST DRAFT DUE.** Submit to Project manager for approval. Discuss any remaining factual issues with SMEs. Hand over to Editor for proofreading. |
| Editor |  |  |  |  | Do a proofread and copyedit of the entire first draft, looking for any spelling mistakes, punctuation or grammatical errors and hand over to Technical writer next Wednesday. |

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| Week 10 — 3/2 to 3/6 | | | | | |
|  | Monday | Tuesday | Wednesday | Thursday | Friday |
| Project manager |  |  |  |  | Review second draft for approval of general appearance and voice. Validate usability for target audience. Make sure Technical writer hands off document to Editor for proofreading for Final draft. |
| SME |  |  | Help the Editor with any factual issues in first draft. | | Help the Technical writer with any factual issues in second draft. |
| Project administrator | Should perform demo of hosting the first draft on any webpage required and do analytics on frequency of audience use. | | | | |
| Technical Writer |  |  | Take first draft from editor and perfect the design elements, spacing and any remaining content missed in first draft. | | **SECOND DRAFT DUE.** Submit to Project manager for approval. Discuss any remaining factual issues with SMEs. Hand over document to Editor for proofreading for Final draft. |
| Editor |  |  | *Technical review:* Verify any major factual issues found in 1st draft of document with SMEs. Hand over to Technical writer for quick review. | | Do a proofread and copyedit of the entire second draft, looking for any spelling mistakes, punctuation or grammatical errors and hand over to Technical writer next Wednesday. |

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| Week 11 — 3/9 to 3/13 | | | | | |
|  | Monday | Tuesday | Wednesday | Thursday | Friday |
| Project manager |  |  | Check up on the progress of the final draft and see that it looks good. Review final draft for approval of general appearance and voice. Validate usability for target audience. | | Review Final draft one last time. Prepare to submit to publisher next week. |
| SME |  |  | Help the Technical writer with any factual issues in final draft. | |  |
| Project administrator | Should arrange a date next week for publication and distribution of document. | | | | |
| Technical Writer |  |  | Put together the final draft and make sure all the pages look neat, professional and ready for production. | | **FINAL DRAFT DUE.** Submit to Project manager for approval. Discuss any remaining factual issues with SMEs. |
| Editor |  |  | Give document to Technical writer for final touchups. | |  |

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| Week 12 — 3/16 to 3/20 | | | | | | |
|  | Monday | Tuesday | Wednesday | Thursday | | Friday |
| Project manager | Get Final draft in order and be ready to submit to publisher Wednesday. | | **OFFICIAL PUBLICATION DATE FOR DOCUMENT** |  | |  |
| SME |  |  |  | |  |
| Project administrator | Should provide all means to publish the document on all channels discussed amongst team members. | |  | |  |
| Technical Writer |  |  |  | |  |
| Editor |  |  |  | |  |  |

**Process to design project schedule and tracking worksheet:**

To design and develop my project schedule, I used 1 table for each week in the 3 month period (12 tables total) with each row corresponding to an employee and each column corresponding to the day of the week. The title of each table involves the week number and the set of dates. The red bar on the left side of a cell indicates a due date for a particular draft of the document with a thicker red bar for a major deadline like “first draft” or “final draft.” Meanwhile, the green bar at the base of a cell indicates the start of a particular draft of the document. The 100 page document is divided into 3 sections of around 33 pages. After one section is written by the SME’s it is handed over to the editor for a developmental edit and the editor hands it over to the technical writer for a substantive edit and rewrite of the document for readability and usability. Meanwhile, the Project administrator maintains an expense sheet for all materials used in making the document and determines feasibility of budget constraints. For example, they will check the cost of hosting the document on a website or selling it through a third party. They will also check the various methods of reaching the target audience. The Project manager will make sure that all document handoffs between employees take place (from Editor to Writer or vice versa) and will approve the final drafts from the Technical writer. While the editor and technical writer are editing the first section, the SMEs immediately begin writing the second section and so forth. The first complete draft is put together around 2nd month mark and the editor and technical writer take turns doing proofreading, copyediting and design reviews. The Editor is responsible for grammar and punctuation editing. The Technical writer will be responsible for putting together the final professional document with all design principles, readability, usability and functionality. The following two weeks, the 2nd draft and the final draft will be due for extra editing and touchups. The final week, it will be published.

Some information that was missing from this scenario was how exactly the document would be published (print, web, electronic). I saw that it would have “front and back matter” so I assumed that meant print, but I didn’t know if it would additionally be available in electronic format and if so where we would host the document (a particular website maybe). To solve this, I accounted for the fact that it’s likely in print, however, there may be additional publication formats and that they should discuss in the beginning. Also I didn’t know how much information each of the three SMEs had to contribute. I assumed for each section of 33 pages, each could contribute 11 pages equally, but I wasn’t sure if some knew more information than others. To solve this, I made it clear that put together, they should write 33 pages per one section due date.