

Preceded by: 2-PM Pre-Assignment (PM1)

2b-Media Pre-Assignment (ME2)

Followed by: 3-Design turnover from PM to AD (DS2a)

Why: Meeting to confirm and/or clarify instructions from Editorial regarding media projects; to discuss project, scope, customer needs and product specifications; and to assign projects to vendors.

Who: Media Director, Associate Director, specific team Lead Media Project Manager, Advanced Media Project Manager, and, if necessary, Media Editorial, and/or Acquisitions Editorial

Skills Needed: Standard and advanced media product types and specifications. Current and proposed media platforms and stand-alone products.

Knowledge Base Needed: Microsoft Office (Word, Excel), PIMS, Adobe Acrobat

TASK: Media Pre-Assignment

Step 1: Media Project Manager (MPM) confirms product descriptions for each product suite, in order to assign as standard or advanced media product.

Step 2: MPM pre-assigns production to media vendor by product description within PIMS TEAM> Create/Modify Team

ROLE	TEAM MEMBER	ACCESS TO EXTRANET	CATEGORY
<input type="checkbox"/> Publisher	Anthony, Vern		Editorial/Development
<input type="checkbox"/> Acquisition Editor	Jones-Renger, Jill		Editorial/Development
<input type="checkbox"/> Managing Editor Production	Carnis, Mary		Production
<input type="checkbox"/> Marketing Manager	Gesell, David		Editorial/Development
<input type="checkbox"/> Inhouse Production Liaison	Stangel, Janice		Production
<input type="checkbox"/> Art Director Cover	Ortiz, Miguel		Creative Services
<input type="checkbox"/> Full Service Vendor	Carlisle Publishers Services		Vendor
<input type="checkbox"/> Production Editor	Service, Full		Relations/Manufacturing /Logistic
<input type="checkbox"/> Manufacturing Manager	Sanford, Ilene		Production
<input type="checkbox"/> Manufacturing Buyer	Petersen, Cathleen		Vendor
<input type="checkbox"/> Composer	Carlisle Publishers Services		Relations/Manufacturing /Logistic
<input type="checkbox"/> Printer: Interior	RR Donnelley/OH		Production
			Vendor
			Relations/Manufacturing /Logistic
			Vendor

Step 3: After all teams have met and products are assigned, Media Production Supervisor will export vendor assignment by product description from PIMS PRODUCT> Title Info> product desc

Product has been Manufactured. Record modifications will NOT be uploaded to PEAR.

PRODUCT	PRODUCTION	DESIGN	VISUAL	TEAM	SCHEDULE	BUDGET	MANUFACTURING	MEDIA	REPRINTS	PO	
<ul style="list-style-type: none"> Title Info Market Contract 											
GROUP:	PH-HE				LATEST IN STOCK:	04/18/2007		LATEST BOUND BOOK:	04/13/2007		
DIVISION:	14004:CHET				ACTUAL PUBLISHED:	04/18/2007		ARCHIVED:	07/30/2007		
TEAM:	Career				IMPRINT:	Prentice Hall					
ISBN:	0131119117		Copyright Year:	2008							
AUTHOR:	Fernandez edit author				EAN:	9780131119116					
TITLE:	Illustration for the Fashion Designer:										
SOURCE ID:	Q-CHET				GROUP ID:	18-Fashion					
DISCIPLINE:	2325-Fashion				REGION:						
MARKET CATEGORY:	Select				CATEGORY:	4					
SERIES:	Select				LEVEL:	Select					
PRODUCTION STATUS:	Complete view history				ALERT:	GREEN - On Schedule					
PEAR ID:	000100010002231377										
PRODUCT SALEABLE:	Select				PRIORITY:	B					
PRODUCT DESC:	Book				PREV ED. ISBN:						
PARENT/SUPPLEMENT:	Parent				PREV ED. WIP:						
BISAC CODE:	Select				UOPS PRODUCT:	ILLUSTRATN FASHION DESGN					
PENDING S/W RELEASE:	Select				PARENT ID:	000100010002231377					
					DELIVERY SYS.:	Select					
					PRIVATE LABEL INDICATOR:						
					DATE CREATED:	07/10/2002					
PRODUCT FAMILY show/hide details BOM ISBN show/hide details											
COMMENTS:	DVD is to be packaged with the book. JS followed up with author on 10/10/06; 8-page color insert to be added. Author needs to choose some pieces from Color chapter and place nearest to that chapter. Author to supply new cover art; JS followed up on 10/10/06. Author needs to supply Preface; JS followed up on 10/10. Finished CD received 11/1.										

Step 4: Media Director will review export report and communicate with each vendor regarding its forecasted assignments and scaled pricing per Media Consolidation.