

Preceded by: 21-Project Close Out (PM17)

21b-Media Close Out (ME7)

Why: Close out is needed to formally close production on each project, to archive documents and source files and to prepare for reprints, corrections and next edition.

Who: Media Project Manager (MPM)

Skills Needed: Time management, budget and communication skills, knowledge of standard and advanced media product types and specifications.

Knowledge Base Needed: Microsoft Office (Word, Excel), PIMS, Adobe Acrobat, Mac and/or PC platform, CES, PAL Projects

TASK: Close Out Procedures

Step 1: Plant Invoice Processing: at completion of project, MPM requests final invoice(s) from all project vendors and processes invoices (SEE Operations: Plant Invoice Procedures).

Step 2: PIMS data update: validation of all project data is complete, which includes:

- Declaration of Complete Production Status/Actual Instock:
- Physical product: See current PIMS Procedures.

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

PRODUCT	PRODUCTION	DESIGN	VISUAL	TEAM	SCHEDULE	BUDGET	MANUFACTURING	MEDIA	REPRINTS	PO
<p>• Title Info • Market • Contract</p>										
GROUP:	PH-HE				LATEST INSTOCK:	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		EAN:	9780131119116			
AUTHOR:	Fernandez edit author				EDITION:	1				
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 all product				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 DESIGN				
PENDING S/W RELEASE:	Select				PARENT ID:	000100010002231377				
					DELIVERY SYS.:	Select				
					PRIVATE LABEL INDICATOR:					
					DATE CREATED:	07/10/2002				
<p>PRODUCT FAMILY show/hide details BOM ISBN show/hide details</p>										
COMMENTS:	<p>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.</p>									

- Online product:
 - When product is declared live by Global Production and Manufacturing (GPM) Release Management or uploaded to catalog page, MPM notifies via e-mail the Inventory Manager (IM) by discipline and team MEd and/or AE, Custom Media: mediasupport@pearsoncustom.com and cc: Joshua.Sutherland@pearsoncustom.com regarding the URL, ISBN, Title, Author and CY.
 - IM notifies Product Information Department and Cost Accounting for title to be released into UOPS (Universal Order Processing System) with a unit cost of \$0.01 and to ensure that the price is final. Title is now declared AS in UOPS and feeds the Actual Instock date to PIMS and HEPM.

Step 3: MPM changes Production Status to “Complete” and Alert to “Gold/Instock” PIMS PRODUCT >Title Info >production status; alert

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Step 4: Vendor scorecard

Step 5: PAL-Projects archival of all digital content (SEE: Archiving Submission: Supplement Titles (SD4))

Step 6: Distribution of final manufactured product based upon quantity to the following:

- 100–300: 2 samples:
 - Customer Service (sent by Media Production Coordinator/Administrative Assistant)
 - MPM/file

Any additional requests must be sampled from the warehouse

- 300+: 5 samples:
 - Customer Service (sent by Media Production Coordinator/Administrative Assistant)
 - MPM/file
 - AE
 - MEd
 - MPM e-mail Custom Media advising that physical/online product is now instock/live. Include ISBN, Title, Author and CY. If online, provide full URL link.
 - E-mail mediasupport@pearsoncustom.com
 - and cc: Joshua.Sutherland@pearsoncustom.com