

Preceded by: 2-PM Pre-Assignment (PM2)

## 2a-Vendor Pre-Assignment & Review (OS2)

Followed by: 3-Design Turnover from PM to AD ((DS2)

**Why:** *The Operations Department is responsible for ensuring that project assignments are made to vendors in accordance with the PHHE goals for each vendor (pre-press and manufacturing). Operations are also responsible for communicating assignments to the vendors on a monthly basis.*

**Who:** *Operations Specialists*

**Skills Needed:** *Vendor workload analysis skills*

**Knowledge Base Needed:** *PIMS, Global Sourcing Vendor Initiatives, Microsoft Excel*

Operations are responsible for communicating assignments to the vendors on a monthly basis.

### TASK: Vendor Pre-assignment Projections

**Step 1:** Monthly or more often as needed, the Operations Specialists (OS) are to review PIMS for newly promoted projects and tentatively assign all vendors and paper (to forecast paper needs via PIMS report).

**Step 2:** Composition targets for the upcoming copyright years are set April 1 for titles publishing in the First Quarter (Q1) and October 1 for titles publishing in the Second Quarter (Q2) through the Fourth Quarter (Q4).

**Step 3:** Text printing targets set November 1 (or when P&B Consolidation is approved) for next fiscal year assignment.

*NOTE:* Pearson Global Sourcing releases a list of vendor rankings at the end of each year (posted to the Pearson Production Knowledge Base). The **Director and Associate Director of Operations** then reviews the list and creates an assignment strategy then executed in the next calendar year.

**Step 4:** Point Ops: Each Senior OS will be responsible for monitoring one pre-press vendor workload across the various teams to ensure that PHHE goals are being met.

- Seniors OS is to review overall assignments monthly and is to work with **Senior Managing Editor (SME)** to reassign projects as needed to achieve proper assignment levels. (Director of Operations will assign vendors to Senior OS.)
  - Check for number of pages overall within a comp category
  - Review vendor score cards (received monthly)
  - Review archive performance of compositors

**Step 5:** On a monthly basis (on or about the 15th of each month) a report will be generated from PIMS showing all pre-press, text printer, and cover printer assignments for the current fiscal year.

- The week prior to this report being generated, the list should be thoroughly reviewed.

- As the Fourth Quarter of the current fiscal year is reached, the report will also include the titles in the First Quarter of the following year if they will be started in the current year.
- This report will be reviewed by the **Directors and Associate Directors of Operations** and **In-House Project Managers (PM)/Liasions** so that any concerns or issues can be addressed before the final reports are released to the vendors.

**Step 6:** An Operations Department assistant will maintain an updated list of vendor addresses and contacts in the vendor database, which can be accessed at <http://phheproduction.pearsoned.com/> -> Vendor/Invoice DB

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<h3>LATEST NEWS</h3> <ul style="list-style-type: none"><li>⊕ <a href="#">August Ice Cream Social</a></li><li>⊕ September begins intensive review of all procedures by the director team. Some drafts are available here for reference.</li><li>⊕ Committees are continually being formed, check for <a href="#">updates</a></li></ul>	<h3>LINKS</h3> <ul style="list-style-type: none"><li>⊕ <a href="#">Staff Contact List</a></li><li>⊕ <a href="#">PIMS</a></li><li>⊕ <a href="#">PAL</a></li><li>⊕ <a href="#">HEPM</a></li><li>⊕ <a href="#">Radar</a></li><li>⊕ <a href="#">Vendor/Invoice DB</a></li><li>⊕ <a href="#">Plant Dashboard</a></li><li>⊕ <a href="#">VARC</a></li><li>⊕ <a href="#">CHET ERAP</a></li><li>⊕ <a href="#">ESM ERAP</a></li></ul>	<h3>PEARSON SITES</h3> <ul style="list-style-type: none"><li>⊕ <a href="#">People Development</a></li><li>⊕ <a href="#">Pearson Intranet</a></li><li>⊕ <a href="#">Production Knowledge Base</a></li></ul>
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## PHHE Production Vendor Detail

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Contact

Company

Address

Address 2

City  State  ZIP  Country

Work Phone  Fax  Cell Phone

email  Web Site

Original Approval Date  Original Dept/Staff Utilizing Freelancer

Max Payment Approval Required  Inactive Status | Date

Services

<input type="checkbox"/> Archiving	<input type="checkbox"/> Designer	<input type="checkbox"/> Photographer	<input type="checkbox"/> Tearsheets
<input type="checkbox"/> Artist/Illustrator	<input type="checkbox"/> Digital Image/Art	<input type="checkbox"/> Programming	<input type="checkbox"/> Transcripts
<input type="checkbox"/> Copy Editor	<input type="checkbox"/> Full Service Agency	<input type="checkbox"/> Proofreader	<input type="checkbox"/> Video
<input type="checkbox"/> Compositor	<input type="checkbox"/> Indexer	<input type="checkbox"/> Scanning	
<input type="checkbox"/> Database Build	<input type="checkbox"/> Media Design/Edit	<input type="checkbox"/> Typesetter	

Comments

**Classification of Payment (check one)**

Independent Contractor (Invoice)


INC/LLC (Invoice)

Leafstone Payment


Fed Id

SS#


Creation D/T 12-10-07 01:00 PM  
Mod. D/T 12-10-07 01:00 PM



Tax & Other Forms



Additional Contact Info



Portfolio

[Invoice Detail](#)

**Step 7:** The Full-Service Vendor (FSV) assigned, provides an estimate to identify the project management/production/composition costs. The vendor estimate will be sent to both the **In-house PM/Liaison** and the Operations Specialist no more than 2 weeks after the *design* is complete. This estimate will show a cost breakdown by item and will include the castoff page count.

**NOTE:** When work is assigned to FSV, **In-house PM/Liaison** will supply copy of Production work order to OS for reference.