

Preceded by: 7-Formal Author Contact with Schedule and Plan (PM5)

7a-Schedule Maintenance (OS5)

Followed by: 8-RTP Form Routing (PM6)

Why: The project schedules that are maintained in PIMS are not only accessed by many of the team members on each project but also feed other systems within the company. This means they are critical. Updating schedules on a regular basis is of utmost importance.

Who: Operations Specialist; In-house Project Manager/Liaison; Full Service Vendor Project Manager

Skills Needed: Scheduling

Knowledge Base Needed: PIMS



TASK: Planned Schedule and Revised Schedule

Step 1: In-House Project Manager (PM)/Liaison creates and inputs initial schedule (Planned) into PIMS on the PH Higher Ed Status form.

Step 2: Operations Specialist (OS) reviews the schedule prior or at the launch. Any issues with the schedule are discussed and resolved before the Planned Schedule is completed.

Step 3: OS inputs the Cover file to ptr date, all component delivery dates, Bound Book Date and Instock Date into PIMS SCHEDULE >Detail

NO.	MILESTONE	CATEGORY	PLANNED	REVISED	ACTUAL	RESOURCES	DURATION
1.0	Text ms to production - start	Text Production	05/01/2006	03/01/2006	06/15/2006	Resource	Days
2.0	Text ms to production - end	Text Production	05/01/2006	03/01/2006	06/15/2006	Resource	Days
3.0	Instock/revised editorial/budgeted	Printing & Fulfillment	04/20/2007	04/01/2007		Resource	Days
4.0	First batch of ms to compositor	Text Production	10/18/2006	10/24/2006	10/24/2006	Resource	Days
5.0	Last batch of ms to compositor	Text Production	11/22/2006	12/18/2006	12/19/2006	Resource	Days
6.0	First pages to production - start	Text Production	11/03/2006	11/09/2006	11/15/2006	Resource	Days
7.0	First pages to production - end	Text Production	12/12/2006	12/18/2006	12/19/2006	Resource	Days
8.0	Final pages to production - start	Text Production	12/07/2006	12/19/2006	12/19/2006	Resource	Days
9.0	Final pages to production - end	Text Production	01/16/2007	01/25/2007	01/25/2007	Resource	Days
10.0	Final files/film/camera copy to printer - start	Text Production	02/09/2007	03/01/2007	03/01/2007	Resource	Days
11.0	Final files/film/camera copy to printer - end	Text Production	02/09/2007	03/01/2007	03/01/2007	Resource	Days
12.0	Bound book	Printing & Fulfillment	03/16/2007	04/13/2007	04/13/2007	Resource	Days
13.0	Instock/live date	Printing & Fulfillment	03/23/2007	04/20/2007	04/18/2007	Resource	Days
16.0	Ms To Comp/format Start	Text Production	10/18/2006			Resource	Days
17.0	Ms To Comp/format End	Text Production	11/22/2006			Resource	Days
18.0	Test File To Printer	Text Production	02/09/2007			Resource	Days
19.0	Copyediting - Start	Copyediting	08/25/2006			Resource	Days
20.0	Copyediting - End	Copyediting	09/26/2006			Resource	Days
21.0	Production launch meeting	Planning			10/13/2006	Resource	Days

Step 4: OS informs all manufacturing vendors of the schedule dates.

Step 5: In-House (PM)/Liaison transmits the schedule for pre-press (composition and project management) to the Full Service Vendor (FSV) and Compositor (comp).

TASK: Schedule Changes

Step 1: During production, **In-House (PM)/Liaison** updates PIMS Schedule fields with Revised and Actual dates.

Step 2: The **Art Director (AD)** and **Media Project Manager (MPM)** updates the schedule with Revised and Actual dates as their tasks are performed.

Step 3: Should the scheduled dates (other than the "Files to Printer" date) need to be adjusted, **In-House (PM)/Liaison** inputs the new dates in the Revised date fields.

Step 4: **In-House (PM)/Liaison** informs OS of the changes.

Step 5: If the "Files to Printer" date is affected, **In-House (PM)/Liaison** informs OS.

Step 6: OS inputs the Revised "Files to Printer" date in PIMS and informs the manufacturing suppliers.

NOTE: **In-House (PM)/Liaison** and OS will work with the respective vendors (Sales Reps, CSR, etc.) to hold the Bound Book date as close to the planned date as possible.

TASK: Routing Duties within Schedule

Step 1: OS will participate in the routing of interior design, cover design, supplement cover design, package design.

Step 2: Upon receipt of final text design files from freelancer, **Art Director (AD)** will notify **In-House (PM)/Liaison** and OS of any deficiencies in the files and cost/time impact for **AD** to correct.

Step 3: When live chapter is routing for design implementation verification, **In-House (PM)/Liaison** will notify OS if any text design changes have been requested. OS must approve/reject changes due to budget issues.

Step 4: **AD** will contact OS to confirm interior printer. When printer is completed with live chapter print test, the printer's CSR will contact OS and **AD** if problems have occurred.

Step 5: **AD** will route hardcopy cover mechanical to **In-House (PM)/Liaison** and OS to obtain final approval. Approval signatures are required on hardcopy. Routing time is dependent upon file to printer date. If needed, hand-routing, and waiting for signatures may be critical to maintaining schedule.

Step 6: Once cover proof is received from printer, **AD** checks for color, trim, image display, font display, and bulk. If softproof is used, **AD** will print to laser printer at 100% and confirm measurements. OS will approve as well. **AD** will respond to vendor via phone and email (cc: OS/ **In-House (PM)/Liaison**). Turnaround time on proof is usually same/next day.