

1a-Copyright Year List Planning (PM1)

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

Why: List planning is necessary to allow the production department to:

1. Determine production resources that will be needed to produce a copyright year list;
2. Identify workflow path: Central Publishing, Full Service Vendor, or In-house Production;
3. Determine scope of production work required for each project family and assist in determining EIC's overall budget;
4. Identify production activities that must start prior to receipt of full manuscript and arrange for authorization and sign off of that pre-production work;
5. Determine how production can assist authors with preparation of text manuscript, art manuscript and/or media materials that will result in the most complete overall manuscript release to production.

Who: Managing Editors/Senior Operations Specialists

Skills Needed: Report generation and analysis; communication skills; knowledge of full scope of production activities and budgeting

Knowledge Base Needed: PIMS, Microsoft Excel (exporting into and formatting within worksheets).

TASK: List Review

Step 1: Check PIMS weekly for the addition of records for the future copyright year. Update records as required so that reports can be generated with accurate data at any time. Use the Managing Editor (ME)—general export in PIMS to assist in identifying records with incomplete data.

To identify new records which have come into PIMS on a weekly basis:

1. Select the Search Element 'Date Created'
2. Choose 'BETWEEN' in the 'Date Created' pull-down menu
3. Select the start date and end date wanted via the calendar icons
4. Click on the SEARCH button for the results

The screenshot shows a search interface with two rows of criteria. The first row is for 'Date Created' with a dropdown menu set to 'BETWEEN', a start date of '10/09/2007', and an end date of '10/16/2007'. The second row is for 'Copyright Year' with a dropdown menu set to '-' and a value of '2010'. Both rows have a search icon to the right.

NOTE: **Operations Specialist (OS)** should also assist in ensuring all required data is kept current in PIMS.

Step 2: As early as possible, but on a schedule set by **OS**, meet with the Editor In Chief (EIC) and/or individual Acquisitions Editors (AE), and **Art Director (AD)** to discuss the projects planned for the next copyright year. For revisions:

- Determine level of revision; if art will be re-rendered
- If it will need a major design revision
- If media will be added
- What supplements will be produced, etc.

For new editions:

- Determine the scope of the entire project, including all supplements
- Get details of developmental expenses to be charged to each product.
- Discuss major stand-alone media products that will affect overall budget as well as new initiatives that might affect production processes.
- Confirm manuscript due dates and requested in stock dates.
- Identify projects that will need to go through the Design Development Group.

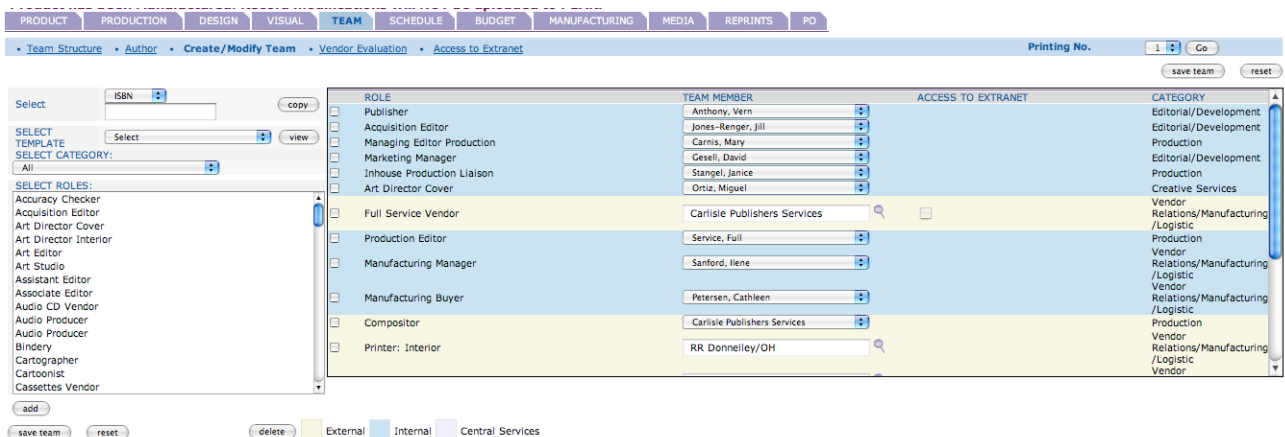
Step 3: Update PIMS with the information gathered in these meetings. Along with **OS**, start working on line item budgets based on the information collected.

NOTE: **OS** should reforecast fiscal and copyright year plant spending on a quarterly basis.

TASK: Vendor Assignment Assistance

Step 1: Along with **OS**, begin assigning vendors to parent titles, including those that are candidates for **Central Publishing (CP)**.

- In-House Project Manager (PM)/Liaison Updates “Editorial Development” and “Production” on the PIMS TEAM >Create/Modify Team Tab



- **OS** updates “Vendor Relations/Manufacturing/Logistics” on the PIMS TEAM >Create/Modify Team Tab

Step 2: Track all new title activity in PIMS and update records for monthly data pull to vendors (occurs on the 15th of the month).

Step 3: **Senior Managing Editor (SME)** will meet monthly with the AE and/or EIC to review status of titles coming into production and to review potential changes to budget needs. Advise AEs to update PPS with schedule changes and advise **OS** of any increase in budget needs.

NOTE: Certain specialty product lists do not follow the standard production procedures. Please contact the lists' In-House PM/Liaison for more information on these titles:

NCCER/Contren series – Steve Robb

Deitel series – Bob Englehardt

Giancoli series – Scott Disanno