Preceded by: 21-Project Close Out (PM17)

22-CourseSmart Production (PM18)

Followed by: 23-TestGen Workflow (PM19)

Overview of the CourseSmart production, QA, and notification processes

Process Order	Process Stage (details listed below chart)	Responsibility
1	Project manager reviews permissions on hand for any electronic permissions issues.	In-House Project Manager (PM)/Liaison
2	At textbook launch, electronic permissions are discussed to determine if a CourseSmart product should be produced.	Acquisitions editor and In-House PM/Liaison
3	The CourseSmart product is launched and scheduled at the same time as the parent text. "Planned" dates are entered in PIMS at time of launch.	Prentice Hall team members: acquisitions editor, In-House PM/Liaison, **Operations Specialist (OS),** and **Art Director (AD)**.
4	Budget is reviewed.	**Senior Managing Editor (SME), Operations Specialist (OS),** In-House PM/Liaison, acquisitions editor
5	The in-house liaison confirms with acquisitions editor that we are still doing the CourseSmart product. In-house liaison supplies full-service vendor with CourseSmart ISBN.	In-House PM/Liaison
6	CourseSmart product is promoted from "Contract Signed" in PPS to "Approved for Production" reflected in PIMS.	Acquisitions editor
7	"Actual" dates are entered in PIMS when textbook files are posted for print vendor.	In-House PM/Liaison
8	The project manager creates an itemized list, along with page numbers, of what material is to be deleted because of permissions issues.	In-House PM/Liaison
9	Hi-resolution textbook PDFs are posted on the cmgftp.pearsoned.com server for HIP Global Production.	Compositor
10	The in-house liaison verifies that textbook PDFs are posted and completes the on-line CourseSmart File Conversion Request Form.	In-House PM/Liaison
11	Textbook PDFs are processed into CourseSmart Page Fidelity format.	HIP Global Production
12	Testing of CourseSmart product by HIP QA group.	HIP QA group
13	In-house liaison is notified by HIP Global Production that the CourseSmart product is ready for final approval review.	HIP Global Production
14	In-house liaison reviews CourseSmart details and returns changes/approval to HIP Global Production.	In-House PM/Liaison
15	Notification that the CourseSmart product is live and can be declared in stock is sent out to all of the contacts listed on the CourseSmart File Conversion Request Form.	HIP Global Production

Process Stage Details

Step 1: In-House PM/Liaison assembles the list of any text and art permissions issues.

Step 2: At Project Family Launch, electronic permissions are discussed to determine if a CourseSmart product should be produced. A separate RTP form for the CourseSmart product is not needed. The in-house liaison sends the multimedia photo request form (gold form) to the IRC for photos to display in the CourseSmart product. The project manager must track CourseSmart text and art permissions during the production of the parent text.

NOTE: CourseSmart ISBN is requested by the acquisitions editor.

Step 3: The CourseSmart product is launched and scheduled at the same time as the parent text. "Planned" dates are entered in PIMS at the time of the launch.

Step 4: Budget is reviewed. Costs for CourseSmart production are available from the Central Technology Group (CTG).

Step 5: The In-House PM/Liaison confirms with acquisitions editor that we are still doing the CourseSmart product. If product is still scheduled for production, the acquisitions editor confirms that the HEPM record for the CourseSmart ISBN has a cover image posted, Web Online Copy is in place, and Web OK is set to "Yes." If it is canceled, the In-House PM/Liaison cancels it in PIMS and the acquisitions editor cancels it in HEPM.

PRODUCT	PRODUCTION	DESIGN	VISUAL	TEAM	SCHEDULE	BUDGET	MANUFACTURING	MEDIA	REPRINTS	PO

• Title Info   • Market   • Contract

save   reset

GROUP:	PH-HE	LATEST INSTOCK:	12/01/2007 LATEST BOUND BOOK:
DIVISION:	14002:HSS	ACTUAL PUBLISHED:	ARCHIVED:
TEAM:	Social Sciences	IMPRINT:	Select
ISBN:	0131938665 Copyright Year 2008	EAN:	9780131938663
AUTHOR:	Pruetz edit author	EDITION:	1
TITLE:	CourseSmart Webbook		
SOURCE ID:	1-HSS	GROUP ID:	26- Anthropology - Upper Level
DISCIPLINE:	8039-Anthropology - Upper Level	REGION:	
MARKET CATEGORY:	Select	CATEGORY:	
SERIES:	Media Series: CourseSmart all product	LEVEL:	Select
PRODUCTION STATUS:	Scheduled view history	ALERT:	GREEN – On Schedule
PEAR ID:	000100010003216968	PRIORITY:	Select
PRODUCT SALEABLE:	Select	PREV ED. ISBN:	PREV ED. WIP:
PRODUCT DESC:	CourseSmart	UOPS PRODUCT:	
PARENT/SUPPLEMENT:	S-Media	PARENT ID:	000100010003216963
BISAC CODE:	Select	DELIVERY SYS.:	Select
PENDING S/W RELEASE:	Select	PRIVATE LABEL INDICATOR:	
		DATE CREATED:	05/30/2004

PRODUCT FAMILY   ≫ show/hide details   BOM ISBN   ≫ show/hide details

COMMENTS:

Step 6: CourseSmart product is promoted by the In-House PM/Liaison, from "Contract Signed" in PPS to "Approved for Production" reflected in PIMS.

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tep 7: "Actual" dates are entered in PIMS by the In-House PM/Liaison, when textbook files are posted for print vendor.

Step 8: The In-House PM/Liaison creates an itemized list, with page numbers, of material to be deleted because of permissions issues. This list is prepared in order to fill out the "Items to Exclude" portion of the the CourseSmart File Conversion Request Form in step 10.

Step 9: Textbook files are posted to CTG server. Submission guidelines are posted on the product page for CourseSmart located on the CTG Intranet: http://cmg.pearsoned.com/. Hi-res PDFs will be required and a URL for a ftp server will be provided by HIP Global Production.

Step 10: The In-House PM/Liaison checks CTG server to verify that textbook PDFs are posted and completes the on-line CourseSmart File Conversion Request Form. The CourseSmart File Conversion Request Form is available through the product link for CourseSmart located on the CTG Intranet: http://cmg.pearsoned.com. The main contact should be the In-House PM/Liaison. Additional e-mail contacts should include the **SME**, **OS**, and inventory manager.

Step 11: Textbook PDFs are processed into CourseSmart Page Fidelity format. Page Fidelity is an online display that mimics the look of PDFs but consists of individual images of the textbook PDF files.

Step 12: Testing of CourseSmart product by HIP QA group. HIP Global Production will test the CourseSmart product and review any issues that are reported. Testing is done using the original hi-res PDFs of the textbook as a benchmark. HIP will verify that text/images/photos instructed for exclusion on the CourseSmart File Conversion Request Form have been removed.

Step 13: In-House PM/Liaison is notified by the HIP Global Production that the CourseSmart product is ready for final review and approval. A detailed e-mail providing a link to view the product, a login, and instructions for checking cover image, ISBN, title, author, etc., is sent to the In-House PM/Liaison. A due date for changes/approval will be given in this email.

Step 14: In-house liaison reviews CourseSmart details and returns changes/approval to HIP Global Production. It will take approximately 24 hours after HIP receives approval from in-house liaison for the CourseSmart product to appear on the live server. If corrections are required at this stage, additional schedule time will depend on magnitude of requests for changes.

Step 15: Notification that the CourseSmart product is live and can be declared in stock is sent to all contacts listed on the CourseSmart File Conversion Request Form. An email notification from HIP Global Production announcing that the CourseSmart product is live and can be declared in stock is sent to all contacts listed on the CourseSmart File Conversion Request Form. PIMS is updated by the **OS**; UOPS is updated by the inventory manager.