

Preceded by: 1a-Copyright Year List Planning (PM1)

## 2-Project Management Pre-Assignment (PM2)

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

**Why:** Pre-Assignment is necessary to allow the production department to determine production resources that will be needed to produce a copyright year list.

**Who:** Managing Editors

**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: Pre-Assignment

**Step 1:** Pre-assign In-House Project Managers (PM)/Liaisons in PIMS, aligning individual project managers with AEs or disciplines. More than one In-House (PM)/Liaison can be assigned to a specific editor if the list size demands it. With approval of the AE, In-House (PM)/Liaison contacts the authors to introduce themselves and to advise on text and art manuscript preparation, permissions, electronic workflow, etc. (SEE: Formal Author Contact (PM6)).

**Step 2:** Determine where early art samples will be needed or design samples are required. If needed, obtain representative copy (rep copy) from editorial, arrange for sample page creation, and route early for approval. (SEE: Sample Chapter with Live Content (PM10)).

**Step 3:** Track all new title activity arriving in PIMS and update the TEAM >Modify tab with the pre-assignments for new titles.

The screenshot displays the 'TEAM' tab in the PIMS system. The interface includes a navigation bar at the top with tabs for PRODUCT, PRODUCTION, DESIGN, VISUAL, TEAM (selected), SCHEDULE, BUDGET, MANUFACTURING, MEDIA, REPRINTS, and PO. Below the navigation bar, there are several tabs: Team Structure, Author, Create/Modify Team (selected), Vendor Evaluation, and Access to Extranet. The main content area is divided into three columns: ROLE, TEAM MEMBER, and ACCESS TO EXTRANET. The ROLE column lists various job titles such as Publisher, Acquisition Editor, Managing Editor Production, Marketing Manager, Inhouse Production Liaison, Art Director Cover, Full Service Vendor, Production Editor, Manufacturing Manager, Manufacturing Buyer, Compositor, and Printer: Interior. The TEAM MEMBER column shows dropdown menus for selecting team members, with names like Anthony, Vern; Jones-Renger, Jill; Carnis, Mary; Gesell, David; Stangel, Janice; Ortiz, Miquel; Carlisle Publishers Services; Service, Full; Sanford, Ilene; Petersen, Cathleen; and RR Donnelley/OH. The ACCESS TO EXTRANET column has checkboxes for each role. A fourth column, CATEGORY, lists various functional areas like Editorial/Development, Production, Creative Services, Vendor Relations/Manufacturing/Logistic, and Production. On the left side, there is a 'SELECT' section with an ISBN field and a list of roles under 'SELECT ROLES:'. At the bottom, there are buttons for 'add', 'save team', 'reset', 'delete', and a legend for 'External', 'Internal', and 'Central Services'.

# PHHE Production Procedures: 2-Project Management Pre-Assignment (PM2)

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

**Date Created:**    BETWEEN    10/09/2007    10/16/2007  
 **Copyright Year:**    =    2010

**NOTE:** During planning, the **Senior Managing Editor (SME)** will assign the ETM level in PIMS. Once title is accepted in production, the In-House (PM)/Liaison will update this information accordingly. PRODUCTION >Format/Archive >formatting application.

For reference, the approved Project Management categories are listed below.

Editorial	*Design	Art	Project Management	Alterations	
copyediting \$2.50 -3.75	* See Below	Simple \$5-\$7	\$4.00-\$6.00	Simple \$35.00 per hour	
proofreading \$2.50-\$3.75		Moderate \$5.00-\$10.00	\$5.00-\$10.00	Moderate	
index \$.08 per entry/ \$3.50pp		Complex \$25.00- plus	\$8.00-\$20.00+	Complex	
Page Proofs: .25 xerox \$1.00 laser proofs (we are not soft proofing and eliminating page proofs) We were also PDF the files to Demand Copy for .04 per copy.				.25 per page for PDF .25 per megabyte .25 to insert art	
*Design	1 color	2 color	simple 4/c	Moderate 4/c	Complex 4/c
Interior Design	\$350	\$700	\$1,100	1350	1550
Written Specs for Interior	\$250	\$300	\$350	\$400	\$550
Interior/Spec Revisions	\$200	\$200	\$200	\$300	\$400
Front/Backmatter design/specs\$50	\$250	\$350	\$400	\$500	\$650
Front/backmatter revisions	\$50	\$100	\$150	\$150	\$100
Icons(\$75 per)	\$150	\$150	\$150	\$225	\$375
Walkthru Des.Format/rev	NA	NA	\$400	\$600	\$800
Insert Des.Format/revs	\$250	\$250	\$250	\$500	\$1,000
Digital Proofs	NA	\$100	\$100	\$100	\$100
Film Proofs	NA	\$200	\$200	\$200	\$200
Checking Sample Pages	\$150	\$150	\$150	\$200	\$325
Interior Freelance support	\$100	\$100	\$100	\$150	\$250
INTERIOR DESIGN/PRODUCTION	\$1,750	\$2,600	\$3,550	\$4,675	\$6,300
Cover Design/Mechanical	\$800	\$800	\$800	\$800	\$800
Cover Design/Mechanical Revision	\$400	\$400	\$400	\$400	\$400
Cover Art/Photo Permissions	\$1,300	\$1,300	\$1,300	\$1,300	\$1,300
Cover Research	\$300	\$300	\$300	\$300	\$300
CD Design/Mechanical	\$75	\$75	\$90	\$100	\$150
Endpaper Design/formatting	\$140	\$140	\$140	\$300	\$500