

Preceded by: 24-Reprint Planning (PM20)

25-Post-Publication Review (PM21)

Followed by: 26-Next Edition Preparation (PM22)

Why: *To review all aspects of production processes on problematic or groundbreaking titles after publication; to advise on process improvements or to recommend best practices for implementation across production.*

Who: *In-house Project Manager/Liaison, Full Service Vendor Project Manager, Art Director, Operations Specialist, Acquisitions Editor, and Development Editor*

Skills Needed: *Editorial Production Workflow; Meeting Management*

Knowledge Base Needed: *Microsoft Excel*

TASK: Identify Need for Post-Publication Review

(This review is also referred to as a post-mortem.)

Step 1: The In-house Project Manager (PM)/Liaison should identify titles that would benefit from having a Post-Publication Review, though any member of the team can suggest the meeting.

As a guide, Post-Publication Review should be held for titles where some aspect of production or editorial process became problematic, resulting in loss of schedule, quality, or overspending. However, it can also be held for discussion of best practices on titles that went exceptionally well or for titles in new workflows (such as WIP or Global Publishing initiatives). The goal is to dissect processes and to recommend new processes to avoid future problems and identify best practices.

TASK: Set the Agenda/Prepare Materials

Step 1: Within one month of publication, the In-house PM/Liaison should set up the Post-Publication Review meeting and request agenda items from all participants (any active players on the title from all departments should have input). All participants should be encouraged to bring ideas for improving process to the meeting so that it is productive and not just an opportunity to vent complaints. Advance meetings with specific team members can be useful in coming up with ideas prior to the meeting.

Step 2: The In-house PM/Liaison should distribute an agenda for the meeting so all parties have full visibility into the topics under discussion. Review the agenda items to determine best sequence for discussion (as some topics may inform others).

Step 3: The In-house PM/Liaison should gather any supporting documents (page proofs, schedule, correspondence, and the like) that would help explain why a process went wrong or worked exceptionally well. Gant charts (created in Excel) can be useful for showing the production cycle, particularly if schedule delays will be discussed.

TASK: Document Recommendations/Improvements

Step 1: The In-house PM/Liaison should record the meeting details and suggestions for improvements. These should be distributed to all members of the team, with action items for immediate implementation noted.

Step 2: While the Post-Publication Review often focuses on the production of a single title, the recommendations coming out of the meeting may have broader application for an entire list, or for the entire production department. So, it is important to make sure all team members understand and implement any process improvements. If a process improvement might benefit production overall, forward the improvement suggestion to **Staff Development and Process Integrity (SDPI)** for review at: PE-US PHHE Production Communications e-mail address.

Step 3: The In house PM/Liaison uploads a copy of the final recommendations to PAL-Projects.