

Preceded by: 6-Production Launch (PM4)

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

Followed by: 8-RTP Form Routing (PM6)

Why: *To introduce author to primary production contact, Full Service Vendor assignment if applicable, tentative schedule and some production details*

Who: *In-House Project Manager, Full-Service Project Manager*

Skills Needed: *Good written communication skills along with proper e-mail etiquette if using e-mail to transmit correspondence*

Knowledge Base Needed: *Microsoft Word, Entourage and/or Outlook*

TASK: Author Preparation

Step 1: Upon assignment of a project to the In-house Project Manager (PM)/Liaison telephones the lead author, and then follows up with an e-mail or letter of introduction to the author or author team.

Contents to be included in introductory correspondence:

- Name, title, role in production process (project manager or liaison)
- Name, title, Full Service Vendor Project Manager (FSVPM) name and explanation of the assignment of the project to the vendor
- Contact information for the FSVPM and/or In-house Liaison – address, telephone, fax, and e-mail
- Brief description of initial steps in production process such as upcoming launch meeting, copyediting, design, schedule information.

Step 2: Once project has been sent to the FSVPM and time has been allowed for assignment and initial analysis, the In-house PM/Liaison should confirm that the FSVPM has e-mailed a letter of introduction to the author(s) outlining his or her role, tentative schedule and other key aspects of production process.

Step 3: Post launch meeting, the In-house PM/Liaison should follow up with an e-mail or letter confirming or revising schedule dates, making any inquiries that have come up at the launch meeting, and advise the authors of upcoming key events (such as copyediting review, page proof review, design review, photo research)

Step 3: Update PIMS with accurate author contact info TEAM >Author

The screenshot shows a web-based form for updating author contact information. The navigation bar includes tabs for PRODUCT, PRODUCTION, DESIGN, VISUAL, TEAM (selected), SCHEDULE, BUDGET, MANUFACTURING, MEDIA, REPRINTS, and PO. The breadcrumb trail is: Team Structure > Author > Create/Modify Team > Vendor Evaluation > Access to Extranet. The form title is 'CONTACT AUTHOR' with a dropdown menu showing 'Gustavo Fernandez'. Below the title is an 'edit' link. The form fields are: LAST NAME: Fernandez, FIRST NAME: Gustavo, MIDDLE NAME: (empty), FULL NAME: Gustavo Fernandez, AFFILIATION: (empty), WORK ADDRESS: 1737 Bayshore Drive, HOME ADDRESS: 350 75th St., PHONE: Work: 800-225-9023, Home: (empty), FAX: (empty), and EMAIL: (empty). At the bottom of the form is an 'AUTHOR COMMENTS' text area. Action buttons at the top right and bottom left are: save, reset, add author, and delete.

See sample letters:

- Exhibit A – sample intro letter from In-house PM/Liaison for FSV titles
- Exhibit B – sample letter detailing the production plan/schedule from PM or FSV