

Project Punch List

Activity	Project Manager	Writers	Editor	Production Specialist
Gather Background Information				
Interview Subject Matter Experts				
Draft Section of manual				
Prepare graphics				
Review and revise sections with subject matter experts				
Edit draft sections				
Review and revise sections with project team				
Test and revise sections				
Edit final sections				
Final check				
Review and revise completed manual with project team				
Get approval to print				
Prepare index				
Prepare specifications and coordinate printing				
Distribute print manuals				
Create online manual				
Test and revise online manual				
Total				