

Project Plan/Timeline Template

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Project Manager

Name (email); other contact info.

Authors

Author or Editor	Institution	Email	Phone	Notes

Authoring Platform/Writing Tools

Platform/Tool Type:

Details

Add notes about training and access for author(s), editors and others participating in the project.

Contracts

Contributing Authors

Author 1

CONTACT INFO

Name	Email	Phone	Address

DELIVERABLES

Topic	Length/word count	Notes
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Start date:

End date:

Fee:

Copyright:

Copy Editor

CONTACT INFO

Name	Email	Phone	Address

DELIVERABLES

Details about what will and won't be edited.

Start date:

End date:

Fee:

Illustrator

etc.....

Copyright

List who owns copyright and what portion or element of the textbook they own. For example, "Illustrator owns copyright for all illustrations in Chapter 1."

Project Timeline

Chapter/Section	Author / deadline	SME* review / deadline	Review & Fix / deadline	Editor / deadline	Proof reader / deadline	Notes	Payment
Front Matter							
1							
2							
3 ... etc.							
Back Matter							
Proof reading						<i>Conduct final review and fix before proof reading.</i>	
COMPLETION OF BOOK						<i>Example of items for book completion:</i> <ul style="list-style-type: none"> • <i>Author's (primary and contributors) bio</i> • <i>Acknowledgments, Dedications Introduction, Preface etc</i> • <i>Copyright notice/post license</i> • <i>Textbook cover</i> 	

*Subject matter expert

Style Guide

Include a link to the style guide being used, here.

Style Sheet

Include a link to the style sheet here. Indicate date of last version and who has a copy.

Review and Fixes

List issues identified during the project and standard items that need checking are listed here. These issues are worked on both during the project and after the final copy editing session, but before proof reading.

Chapter/Section	Fixer	Start date	Due date	Notes

Image/Multimedia Inventory

Chapter/Section	Figure no.	Source link	Issue	Replacement/Solution

Subject Matter Expert (SME) Review

Chapter/Section	SME	Start date	Due date	Notes

Copy Editing

Chapter/Section	Editor	Start date	Due date	Notes

Proof Reading

Often a book will be proof read in its entirety, unlike copy editing, which is typically done with individual chapters or a small selection of chapters. Sometimes, however, the proof reading will be broken up depending on the timing and size of the textbook.

Chapter/Section	Editor	Start date	Due date	Notes

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