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| --- | --- | --- | --- | --- |
| 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 |  |  |  |  |

Project Punch List