New project briefing

Project specification

|  |  |
| --- | --- |
| Title |  |
| ISBN | *to be sent via email* |
| Extent | pp |
| Key deadlines | *e.g. manuscript handover, pub date* |
| Budget |  |
| Digital materials |  |
| Key features |  |

Market

|  |  |
| --- | --- |
| Curriculum |  |
| Schools and students |  |
| Student language ability |  |
| Geographies |  |

My role

|  |  |
| --- | --- |
| Key targets |  |
| In-house processes | *e.g. internal systems data inputting* |
| Key meetings | *i.e. for me to organise and/or attend* |
| Author contracts process |  |
| Author payments process |  |
| Permissions items |  |
| Proof checking |  |
| Cover briefing |  |
| Sample creation |  |
| When my work ends | *e.g. on a certain date or when a key milestone has been met* |

Key contacts

|  |  |
| --- | --- |
| In-house contacts |  |
| Authors |  |
| Freelancers |  |

Client requirements

|  |  |
| --- | --- |
| Priority – quality, schedule, budget |  |
| Communication method and frequency | *e.g. regular catch ups, emails only, meetings at key milestones* |

Payments process

|  |  |
| --- | --- |
| Set up on system? | *only applicable to new clients* |
| Invoice or PO? |  |
| Timing of payments | *e.g. on deadlines, monthly, end of project* |