PRE-PRODUCTION

Brainstorming meeting   00/00/00   project manager   _____

Preliminary maintenance plan   00/00/00   producer/project manager   _____

Project added to IT schedule   00/00/00   project manager/site manager   _____

Project chats scheduled   00/00/00   community producer   _____

ASSETS

Graphical assets due   00/00/00   project manager   _____

- [ ] Photography
- [ ] Logo
- [ ] Fonts
- [ ] Video
- [ ] Print campaign
- [ ] CGI images

Editorial assets due   00/00/00   project editor   _____

- [ ] Navigational nomenclature
- [ ] Press release(s)
- [ ] Overall synopsis
- [ ] Episode synopses
- [ ] Actor bios
- [ ] Character bios
- [ ] Premiere date/tune-in info
- [ ] BBoard copy

DESIGN

Flash functionality meeting   00/00/00   producer   _____

First design critique   00/00/00   producer   _____

Second design critique   00/00/00   producer   _____

Editorial sign-off   00/00/00   project editor   _____

Final design approval   00/00/00   project manager   _____

- [ ] General Manager
- [ ] Art Director
- [ ] Project Editor
- [ ] Senior Producer
- [ ] Senior Editor

"Presidential" approval   00/00/00   general manager   _____

PRODUCTION

Final copy to producer	00/00/00	project editor	_____
Development strategy meeting	00/00/00	producer	_____
HTML/Flash development begins	00/00/00	producer	_____
IT scheduling confirmed	00/00/00	project manager	_____

Ad tags

Requested	00/00/00	producer	_____
Implemented	00/00/00	production manager	_____
Editorial production	00/00/00	project editor	_____

Proofreading

Requested	00/00/00	project editor	_____
Completed	00/00/00	proof editor	_____
BBoard created	00/00/00	producer/production manager	_____
Development ends	00/00/00	producer	_____

POST-PRODUCTION

Soft launch	00/00/00	project manager	_____
Final approvals	00/00/00	project manager	_____

- ☐ Art Director
- ☐ Senior Editor
- ☐ Senior Producer
- ☐ General Manager
- ☐ Marketing department
- ☐ On Air department

Flash functionality submitted for QA	00/00/00	project manager	_____
Quality assurance	00/00/00	production manager	_____
Promotional plan submitted	00/00/00	project/site managers	_____

- ☐ SCI FI Wire
- ☐ Science Fiction Weekly
- ☐ Web Guide
- ☐ Events Calendar (text)
- ☐ Events Calendar (90x72)
- ☐ SCIFI.COM Newsletter
- ☐ SCIFI.COM AvantGo Channel
- ☐ Sci Fi Public Relations
- ☐ Sci Fi Marketing (ad units)
- ☐ Other: _____
- ☐ Other: _____
- ☐ Other: _____

- ☐ 728x90 ad
- ☐ 300x250 ad
- ☐ 120x600 ad
- ☐ 120x240 ad

Promotional plan approved	00/00/00	general manager	_____

Ad units

Copy requested	00/00/00	project manager	_____
Copy completed	00/00/00	project editor	_____
Proof completed	00/00/00	proof editor	_____
Copy to Producer	00/00/00	project editor	_____
Design	00/00/00	producer	_____
Approval	00/00/00	project manager	_____

- [ ] Art Director
- [ ] Senior Producer
- [ ] General Manager

Trafficking requested	00/00/00	project manager	_____

- [ ] Placement on USA
- [ ] Placement on Trio

Trafficking completed	00/00/00	production manager	_____
All in-house promotion completed	00/00/00	project manager	_____

LAUNCH | POST-LAUNCH

Launch	00/00/00	project manager	_____
Schedulebot link requested	00/00/00	project editor	_____

Added to On Air / Shows

Requested	00/00/00	project manager	_____
Added	00/00/00	senior producer	_____
Proofed	00/00/00	senior editor	_____
Live	00/00/00	senior producer	_____

Launch e-mail	00/00/00	project manager	_____

- [ ] SCIFI.COM
- [ ] Public Relations
- [ ] Marketing
- [ ] Programming
- [ ] Ad Sales
- [ ] West Coast development
- [ ] Bonnie Hammer (as needed)

Archiving	00/00/00	producer/project manager	_____

- [ ] Layered Photoshop files
- [ ] Fonts
- [ ] One-sheet
- [ ] Project proposal
- [ ] Wireframes
- [ ] Production schedule
- [ ] Promotional plan
- [ ] Backup copy
- [ ] Scans
- [ ] Logo

Postmortem   00/00/00   project manager   _____

Next steps/ongoing maintenance plan
      Submitted   00/00/00   project manager   _____
      Approved   00/00/00   general manager   _____
      Posted   00/00/00   project manager   _____

Update list posted   00/00/00   project manager   _____