# WORK SCOPE
# ACCESSIBLE-DOCUMENT PRODUCTION PROCESS

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| **ROUTING OF WORK REQUEST** | Regardless of who makes a request for work to be undertaken, CTPS staff member notifies their group manager who directs the request to the Executive Director/Deputy Executive Director/Directors. |
| **REVIEW OF REQUEST** | The Executive Director contacts OTP leadership to ensure that they are aware of the work request and agree that a scope should be written. |
| **WRITING OF SCOPE** | After receiving go-ahead from Executive Director, author:<br>• Assembles project scoping team.<br>• Convenes a meeting between Graphics, Editorial, Communications and Engagement, and other relevant groups to brainstorm about the presentation of the final product and potential outreach and promotion activities.<br>• Writes Work Plan or Program using appropriate template found on the intranet.<br>• Creates scope exhibits using Exhibit Builder Tool on intranet.<br>• Completes Project Support Budgets form and sends, along with scope, to Director of Finance and Operations. |
| **REVIEW & APPROVAL** | **The draft scope is reviewed and approved by** GROUP MANAGER, DIRECTORS/EXECUTIVE DIRECTORS, EDITORIAL GROUP, CLIENT. |

| **IF SCOPE MUST BE APPROVED BY MPO** | | ***Action Completed No Later Than:*** |
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| **ALERT GRAPHICS** | **Author emails ALL Graphics staff** that a work scope will be available soon. | ***When document is sent to Editing*** |
| **GET SCOPE ON MPO AGENDA** | Work scope approved for placement on MPO agenda at agenda-setting meeting. (The week before the agenda-setting meeting,[1] author should alert the Executive Director and MPO Activities staff that they wish to have the scope on the agenda.) | ***Monday[2] of the week preceding the MPO meeting*** |
| **EMAIL GRAPHICS COMPLETED SCOPE** | **Author emails ALL Graphics staff (graphics@ctps.org)** the COMPLETED, APPROVED, AND EDITED SCOPE (in MS Word). | ***Tuesday of the week preceding the MPO meeting*** |
| **CREATE PDF & HTML DOC.** | **Graphics staff CREATES FINAL** PDF (with letterhead) and HTML versions of scope **and VERIFIES** accessibility. | ***Tuesday-Wednesday of the week preceding the MPO meeting*** |
| **NOTIFY** | **Graphics staff gives** PDF and HTML versions to the author and **NOTIFIES** MPO Activities staff that scope is ready for posting on website. | ***Thursday of the week preceding the MPO meeting*** |
| **PLACE ON WEBSITE** | **MPO Activities staff PLACE** PDF and HTML versions on website. | ***By 5:00 PM on Thursday of the week preceding the MPO meeting*** |
| **SEND CONFIRMATION** | **MPO Activities staff emails a CONFIRMATION** to author and Graphics that scope has been posted. | ***Immediately after posting*** |

**AUTHOR** **GRAPHICS** **MPO ACTIVITIES**

[1] The agenda-setting meeting is generally held on the Monday of the week preceding the week of the MPO meeting.

[2] If Monday is a holiday, submit by the preceding Friday.

*July 2025*