

Document Production Process

If the document is not a Work Scope go directly to **Alert Graphics**

Action	Description	Action Completed No Later Than:
Routing of Work Request	When requested to undertake a new study, MPO staff member notifies their group manager who directs the request to their Director.	
Writing of Scope	After receiving go-ahead, author: <ul style="list-style-type: none"> Assembles project scoping team. Convenes a meeting between Graphics, Editorial, Communications and Engagement, and other relevant staff to brainstorm about the presentation of the final product and potential outreach and promotion activities.¹ Writes scope using the template downloaded from the intranet. Creates scope exhibits using Exhibit Builder Tool on intranet. 	
Review & Approval	The draft scope is reviewed and approved by: Group Manager/Project Principal, Director/Executive Director, Editorial, Client.	
Submit Project Support Budget	Author finalizes Collaborative Project Scope Development form and sends, along with scope, to Director of Finance and Operations.	
Alert Graphics	Author emails Graphics staff (graphics@ctps.org) that a document will be available soon and provides estimated timing.	<i>Check with Editorial. Dependent on length of document and required Editorial and client review time.</i>
Alert MPO Activities staff	Author consults with Manager of MPO Activities at least 4 to 5 weeks prior to the desired MPO meeting to request a place on the agenda. ²	<i>At least four to five weeks preceding the MPO meeting</i>
Get Document on MPO Agenda	The week before the agenda-setting meeting, author author confirms with the MPO Activities staff that they wish to have the document on the agenda. ³ Document approved for placement on MPO agenda at agenda-setting meeting (if applicable).	<i>Monday morning of the week preceding the MPO meeting⁴</i>
Place Document in Folder, Notify Graphics	Author either copies completed, approved, and edited document (in MS-Word) to the Google Drive and tells Graphics where it has been placed or emails the document to all Graphics staff (graphics@ctps.org)	<i>Tuesday of the week preceding the MPO meeting</i>
Create PDF & HTML Document	Graphics staff creates final PDF (with letterhead, where applicable) and HTML versions of document and verifies accessibility.	<i>Tuesday-Wednesday of the week preceding the MPO meeting</i>
Place and Notify	Graphics staff copies PDF and HTML versions to the Google Drive and Tells appropriate parties where it has been placed and that it is ready for posting on website.	<i>Thursday morning of the week preceding the MPO meeting</i>
Post on Website	MPO Activities staff places pdf and html versions of the document on website.	<i>By 5:00 PM on Thursday of the week preceding the MPO meeting</i>
Send Confirmation	MPO Activities staff sends confirmation to author and Graphics	<i>Immediately after posting</i>

Author
 Graphics
 MPO Activities

¹ This may also be included with the project scoping team meeting.

² Contact the Manager of MPO Activities ASAP. Inclusion on a specific date depends on remaining agenda space.

³ The agenda-setting meeting is generally held on the Monday of the week preceding the week of the MPO meeting.

⁴ If Monday is a holiday, submit by the preceding Friday.