

WRITING WORKFLOW PLANNER

ASSIGNMENT upgrade flow copy	PROJECT Premium app updates	WRITER(S) C. Boyle
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PREPARE

TOOLS/STEPS/PROCESSES - design kickoff meeting - review XYZ corp upgrade flows - annotate wireframes w/ ID numbers for req'd messages - character limits from dev team	INPUTS & SMEs - project brief - marketing brainstorm meeting notes - original registration flow - Holt: product mgr.	SCOPE full UI text for sign-up flow (screens 2.4-5.3)
		DEADLINE(S) design review on 9/9

COMPOSE

TOOLS/STEPS/PROCESSES - rough-in messages in dupe of design comps (Sprint 2 hrs Tuesday PM?) - rewrites for length - write full flow & review w/ Amy	WRITING ENVIRONMENT Axure + TextMate
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EDIT

VERSION CONTROL increment drafts in TextMate sync to private repo	TOOLS/STEPS/PROCESSES - bring comps to design crit - edit against controlled vocabulary - schedule 30m w/ writing help desk
FOCUS TBD	

FINISH

TOOLS/STEPS/PROCESSES - copy strings to production - update product inventory - design review	PROOFING/QA - have Amy dummy check - text file to QA team	FINAL APPROVAL(S) text: Holt implementation: QA
		DESTINATION email reference comps and text file to Terry, CC Holt