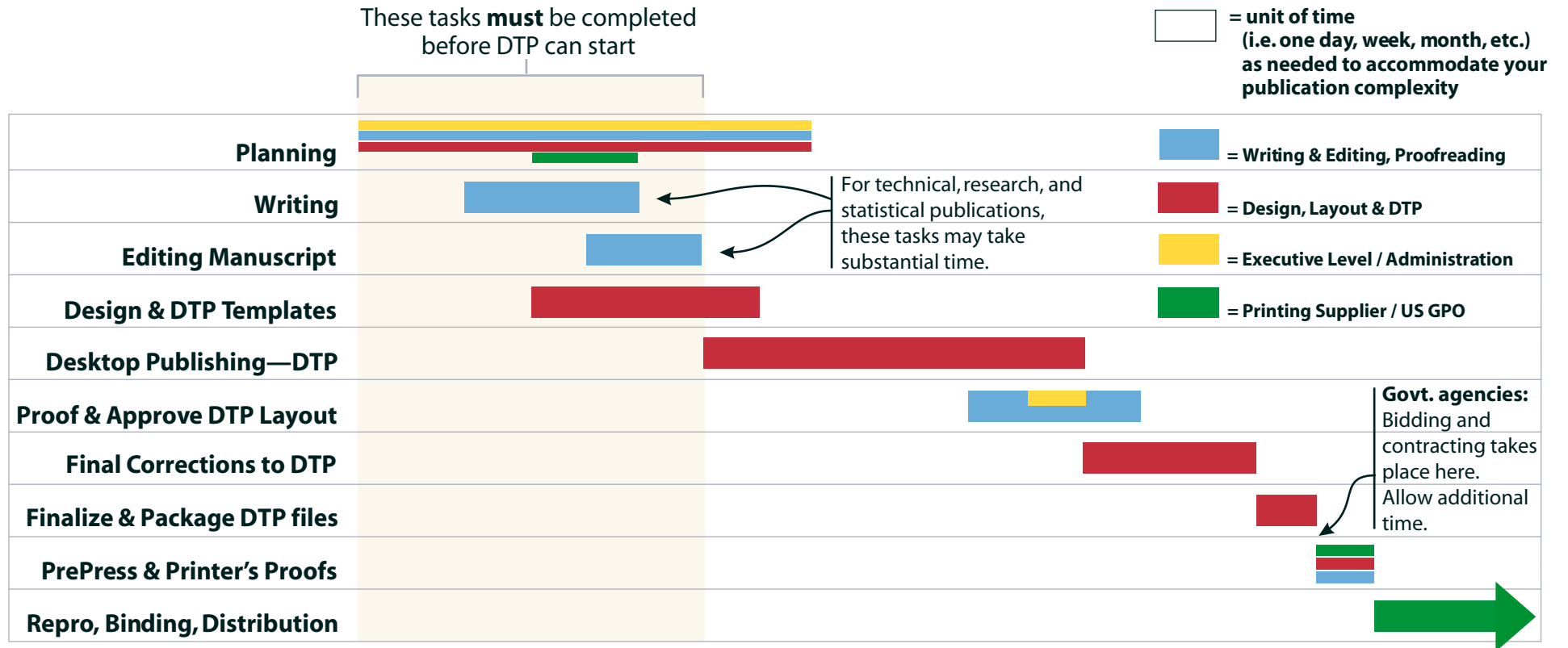


Publication Production Time and Task Allocation



Important Note:

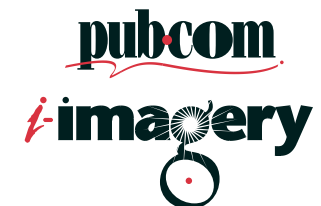
It simply isn't possible to define a "typical" schedule for a publication. This chart does not, and cannot, show time frames, since the amount of time from start to finish to complete a four-page brochure versus a 300-page research book would vary far too widely.

What you can learn from this chart:

The chart shows the **relative amount of time** needed for various steps in comparison with one another. The unit block size shown in the key could stand for one day, three days, one week, one month or even more, depending on the length and complexity of your project.

It also clarifies where in the production workflow the **different tasks are performed**, their sequence, and who performs them.

Of course there are exceptions to every rule, so use your own judgment and knowledge of your project's requirements to come up with a production schedule that will serve you most efficiently.



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