

PROJECT SERVICES

Professional Ed Corp (PEC), under the management of Lesli Evans, is partnering Laura Sanderson of Pub Manna to offer expanded services for project management.

NEEDS ASSESSMENT

Our process for determining the needs or gaps in project proposals will provide clarity, direction, and suggestions for quality project success. We will review:

Project Proposals	Writer Guidelines	Vendor Analysis
Supporting Collateral	Benchmark Schedules	Whole Project Budgets
Process Documentation	Resource Requirements	Contracts
Statements of Work	Review of Blind Resumes	

PROJECT MAPPING

Project Mapping includes the determination of processes and creation of documentation required for project execution. This may include but is not limited to:

Project Map (Parent Doc)	Line Item Budgets	Templates for Invoicing
Project Folders	File Naming Hierarchy	Asset Tracking Tools
Virtual Team Training Team	Communication Guidelines	Manuscript Templates
Contact List	Work Assignments	Team & Vendor Contracts
Roles & Responsibilities	Annotated Writer Guidelines	Best Practices
Process & Handoff Docs	Annotated Specs/Prototypes	
Detailed Batch Schedule	Resource Lists	

PROJECT EXECUTION

Project execution is customized to meet client requirements. Projects may include all or some of the activities above as well as:

Team Training	Writing Templates	Project Best Practices
Virtual Team Management	Invoicing Template	Asset Tracking
Project Specific FAQ	Invoice Calendar	Scope Creep Documentation
Milestone Schedule Tracking	Solicit Client Feedback	RFQs
Project Specific Checklists	Client Feedback Report	Vendor Management

PROJECT CLOSE

Project close includes activities required to complete contract deliverables. Activities may include but are not limited to:

Summary of Deliverables	Budget Close Report	Schedule Analysis
Invoice Reconciliation	Final Asset Tracking	Postmortem Meeting & Report

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