DRAGONFLY FIELD GUIDES

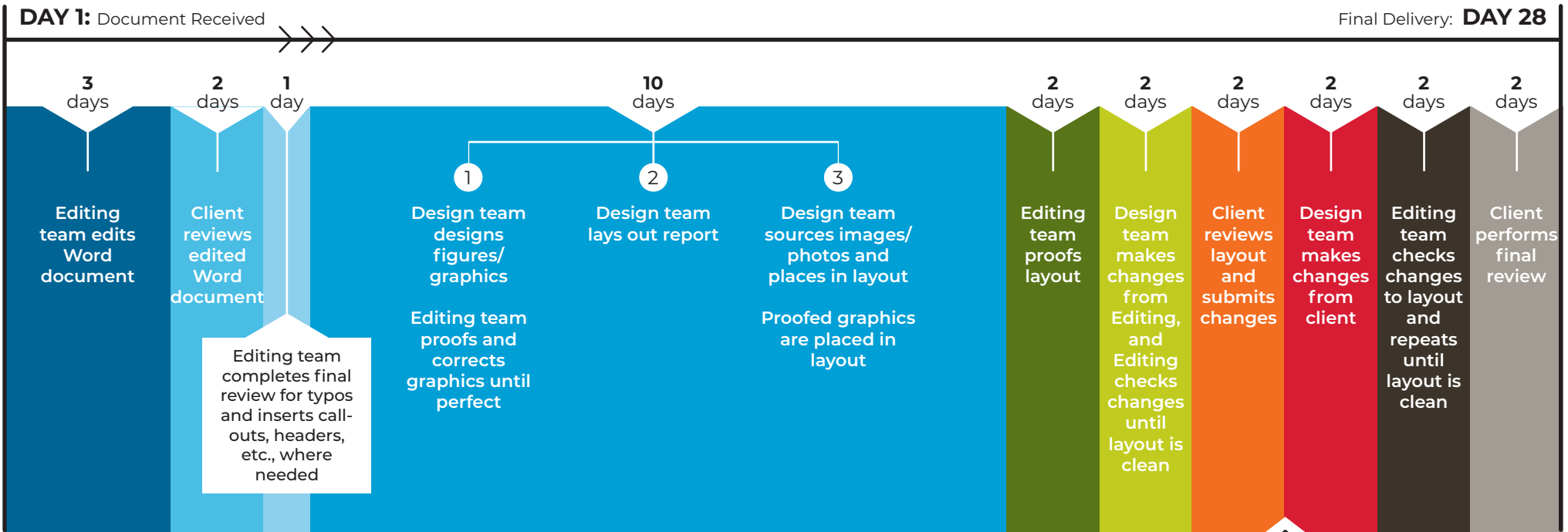*Tips and tools*
FOR CONTENT & DESIGN

Typical Project Timeline

This timeline breaks down the many tasks that go into building a report from raw, written content to final deliverable. It illustrates how long the process typically takes and what's happening along the way. This example is based on a typical 40-page report (10,000 words) with 15 graphics.
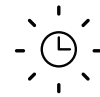
DAY 1: Document Received

Final Delivery: **DAY 28**

3 days	**2 days**	**1 day**	**10 days**			**2 days**	**2 days**	**2 days**	**2 days**	**2 days**	**2 days**
Editing team edits Word document	Client reviews edited Word document		**1** Design team designs figures/graphics Editing team proofs and corrects graphics until perfect	**2** Design team lays out report	**3** Design team sources images/photos and places in layout Proofed graphics are placed in layout	Editing team proofs layout	Design team makes changes from Editing, and Editing checks changes until layout is clean	Client reviews layout and submits changes	Design team makes changes from client	Editing team checks changes to layout and repeats until layout is clean	Client performs final review

Editing team completes final review for typos and inserts call-outs, headers, etc., where needed

Some projects require a quick editorial review of client changes to ensure consistency

Things that add time during layout:

Graphics provided to us:

- Have lots of text that needs to be rekeyed
- Aren't labeled/named
- Contain images that aren't embedded

Things that add time during review:

- Substantive content or layout changes
- Endnotes and/or footnotes added or moved
- Correcting errors in layout if Dragonfly does not have time to edit the file in Word immediately before it goes to Design