

Terry Stafford Enterprises

presents

SETTING UP A WRITING PRACTICE

A Project Management Guide

(Based on the Project Management Institute Framework)

To learn more about Project Management for Writers,
visit TerryStafford.com

Time Management



There are two aspects to time in writing. The first is T1) Determining your launch date and listing all of the milestones that must occur before then. The second is T2) Determining exactly when and how much you must write to get there. While not specifically a time issue, it also helps to have a consistent place to write.



Cost Management

Consider all of the costs associated with finalizing your book: Editing, Proofreading, Book Cover Design, Interior Layout Design, Copywriting, etc. Budget for the highest quality you can afford . . . and then some, even if you're an indie author.



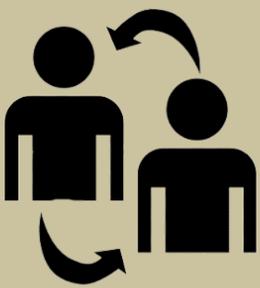
Quality Management

Whether or not you choose to publish independently, your project must look professional in all aspects. Traditional publishers will handle most of it for you. Indie authors must find professionals themselves. Ensure you hire editors and designers that provide the highest quality.



Human Resources Management

Every author, whether an indie or traditionally published author, must have a team or a bench of professionals to turn to. Identify your team and take care of them: Editor, Cover and Interior Designers, Attorney, Virtual Assistant, CPA, etc.



Communications Management

Any time a team of people is involved with a project, you must ensure that everyone understands what is going on. One person's input depends on another person's output. Keep everyone in the loop.



Risk Management

The art of controlling risk is knowing what to do if something goes wrong. Assess what could go wrong, how likely it is, and what you will do if it occurs. Have other resources at your disposal.



Procurement Management

Contracts and agreements are an essential part of any business, including the publishing industry. Whether using your own agreement template or your vendor's, ensure that it meets your needs and legally protects your Intellectual Property!