



THIS PERIOD

Fri 2nd December – Fri 9th December

Editorial

L2 BKA endorsement received 8/12, preparing for press on 16/12
 L4 FA proposed plan for improvement submitted to endorsement team for approval 22/11 – awaiting response (chased 7/12)
 L3 A revised version of proofs due 9/12 – after checks to be sent for endorsement
 L3 BS edits to be started by Steve J or decision to be made on providing as free resource
 L4 OBP proofs expected 16/12
 L4 MA proofs received 5/12 and sent to proofreader/Steve external reviewer before 2nd endorsement review

Vital Source

L3 A updated Vital Source available on 22/11
 L4 OBP updated Vital Source to be available 30/12
 L4 MA Vital Source to be available 16/12

NEXT PERIOD

Fri 9th December – Fri 16th December

L2 BKA to be prepared for press on 16/12
 L4 FA awaiting decision from Temilola on resubmission after endorsement rejection
 L4 OBP proofs due 16/12
 L3 BS decision to be made on making current resource available as VS
 L3 A to be sent for 1st endorsement on 13/12

SCHEDULE

Current LCCI Production Schedules and Risks Log:



Current Progress and Risks Log:



RISK REGISTER



RISK DESCRIPTION	PROB.	IMPACT	MITIGATION
L4 FA didn't achieve endorsement at 2 nd review	High	High	Next steps being reviewed.
L3 BS may not achieve endorsement – to be provided as free resource?	High	High	Next steps to be reviewed.

ACTION LOG

ACTION TITLE	OWNER	STATUS
L4 FA endorsement refused – decision to be made on providing as a free resource or starting from scratch. Recommendations submitted to Jane and Nayeli 17/11/16. Temilola requested plan of new material to be submitted (this was created by Steve J)	Tracy/Kirsty	Plan of material under new ISBN submitted to Temilola on 22/11/16
L3 BS – decision to be made on providing as free resource or starting from scratch. Ops to review PL and share findings. Kirsty to contact regions to discuss demand.	Kirsty	TBC

MOD	STAGE
L1BK	DELIVERED
L2CA	DELIVERED
L3CMA	DELIVERED
L2BKA	ENDORSED Estimated stock Jan 17
L4FA	2 nd END REPORT RECEIVED Estimated stock TBC
L3A	TYPESETTING Estimated stock Feb/Mar 17
L3BS	REWRITING Estimated stock Feb 17
L4OBP	TYPESETTING Estimated stock Feb 17
L4MA	PROOFREADING Estimated stock Apr 17