

Production Chart

Instructions for Use

The Production Chart

The purpose of the production chart is to provide an overview of where each article stands in the production process for an entire issue. This chart is just a sample. You would need to design your own production chart to fit your magazine's production stages.

How to use a production chart:

1. The managing editor writes the article names into the template at the beginning of the cycle.
2. The managing editor writes the date in the appropriate box as each stage of the process is completed.
3. If work on an article is falling behind, the managing editor checks to see what is happening.

