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| A close up of a typewriter | Group writing project |
| Project Name: | Enter the project name |
| Due Date: | Enter the due date |

This is the tracking document for our group writing project. We’ll use this document to share details, resources, and schedules for our project. Please keep this document up-to-date as we work.

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| Participants | | |
| Name | Role | Contact information |
| Margaret Woodward | Author | Enter contact information |
| Rory Seiler | Author | Enter contact information |
| Juanita Blackwell | Editor | Enter contact information |
| Tom Liddell | Proofreader | Enter contact information |
| Delbert Thames | Artwork | Enter contact information |
| Mia Hess | Researcher | Enter contact information |
| Enter participant name | Enter participant role | Enter contact information |

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| Milestones | | |
| Milestone name | Target date | Status |
| Outline/Plotting completed | Enter target date | Enter status |
| Writing completed | Enter target date | Enter status |
| Project to editor/reviews | Enter target date | Enter status |
| Project back from editor/reviewers | Enter target date | Enter status |
| Editor/reviewer notes incorporated | Enter target date | Enter status |
| Project to proofreader | Enter target date | Enter status |
| Cover design | Enter target date | Enter status |
| Project to formatter | Enter target date | Enter status |
| Project ready for distribution | Enter target date | Enter status |
| Milestone name | Enter target date | Enter status |

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| Promotion plan | | | |
| Where to promote | Who's responsible | Target date | Status |
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| Tracking calendar | | | |
|  | April | Enter month name | Enter month name |
| 1 | Group meeting | Add a calendar entry |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
| 6 |  |  |  |
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| 10 |  |  |  |
| 11 |  |  |  |
| 12 |  |  |  |
| 13 |  |  |  |
| 14 |  |  |  |
| 15 | Meeting with printers |  |  |
| 16 |  |  |  |
| 17 |  |  |  |
| 18 |  |  |  |
| 19 |  |  |  |
| 20 |  |  |  |
| 21 | Chapters 1 & 2 draft |  |  |
| 22 |  |  |  |
| 23 |  |  |  |
| 24 |  |  |  |
| 25 |  |  |  |
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| Current status updates | |
| Margaret Woodward |  |
| Role: | Author |
| Primary responsibility: | Clayton scenes |
| Percentage complete: | 40% |
| Current status: | Plotting complete |

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| Juanita Blackwell |  |
| Role: | Author |
| Primary responsibility: | Reyna scenes |
| Percentage complete: | 40% |
| Current status: | Writing in progress |

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| Participant name |  |
| Role: | Enter participant role |
| Primary responsibility: | Enter primary responsibility |
| Percentage complete: | Enter approximate percentage |
| Current status: | Enter current status |

Tap any of the names, responsibilities, and other details above to replace them with your own. Depending on the type of group writing project, here are some ideas for how you might divide up responsibilities among multiple authors:

* Fiction
  + Specific points of view (POV), such as the POV of certain characters
  + Specific settings, locales, or time periods
  + Specific chapters
  + Story anthology: story representing specific POVs or themes
* Non-fiction
  + Sections or chapters
  + Areas of expertise
  + Separate research topics
  + Types of information, such as general information or technical details

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| Project resources |
| Add a link to the location of shared project resources, such as your drafts, artwork, and other online information. Don't have a shared location set up yet? Here are a couple of ways to make sure everyone can participate:   1. Set up a team in Microsoft Teams. It's free, and you can chat, share files, and even have quick phone or video calls. See [Microsoft teams free](https://support.office.com/en-us/article/welcome-to-microsoft-teams-free-6d79a648-6913-4696-9237-ed13de64ae3c) for more information. 2. Share a personal folder on OneDrive, where anyone in the group can open and store documents, artwork, and other files. See [Share OneDrive files](https://support.office.com/en-us/article/share-onedrive-files-and-folders-9fcc2f7d-de0c-4cec-93b0-a82024800c07) and folders. |

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| Project wiki |
| Record our discussions/questions/decisions/assumptions about the project here. List any relevant tenets, facts, and assumptions about the book. Each participant can comment or respond to the thread to add their input. This section gives us a “single source of truth” for the project. Topic: Vampires  1. Vampires are real. They hide because they are hunted. 2. Vampires drink blood to survive.    1. How much blood do they need to survive?   A pint a week?  That seems like a lot. Maybe a pint a month.   1. Humans can be "glamoured" by vampires    1. How is this glamour worked? Does the vamp need to see the human? Talk to them? Both?   I vote for both.  I agree. Need both. Topic: Wiki topic name  1. Enter wiki item    1. Enter wiki comment   Enter wiki comment  Enter wiki comment |