SOP Reference #: PM002

Operation/Task:	Planning			Equipment:	Computer
Owner:	**Premedia Manager**	**Date Created:** **Revision History:**	**6/1/15** See last page	**Department:**	**Premedia**

ALERTS (see below): Critical Step ◆ Quality Check ☑ Tip ☺ Team Safety ✚

Purpose: This SOP/work instruction documents procedures for Planning

Step #	Alerts	Step Description - "What to Do"	"How to Do it"	"Why to Do it"
1	◆	Job Planner/Electronic Premedia Operator will plan jobs, by creating layouts for press based on job ticket specifications, estimating standards and production equipment capabilities after the job has been preflighted.	• Check planning bin in Premedia for next available project that requires job planning. • Review and read job ticket completely. • Review and read Preflight Form (PREP049), taking note of any special instructions. • Ensure all materials are available on server to begin planning of job.	We plan and create job layouts to print and produce the job the most efficient and cost effective way.

2	◆	Generate Layout	• Job Planner/Electronic Premedia Operator will:
			  ○ Determine whether this is for a job internal to ENPOINTE or has outside service requirements.
			  ○ Create new layout or review any previous layouts or similar layouts that could be used or adapted for the job.
			  ○ Ensure layout includes options for printing efficiency, economy, and is appropriate for downstream process capabilities.
			  ○ Ensure layout includes proper mark sets for job.	

3	◆☑	Verify Layout	• Job Planner/Electronic Premedia Operator will verify the project meets all requirements established by the job ticket/RFE, including: ○ Pagination ○ Number of Print Sides ○ Quantity Out ○ Position ○ Number Up ○ Paper size ○ Special outside service requirements	Verification of layout is required to produce the job correctly and to avoid costly rework as the job moves forward into production.
4	◆	Complete Layout	• Job Planner/Electronic Premedia Operator will: ○ Include the completed and verified layout with the Job Ticket/RFE. ○ Forward Job Ticket/RFE to the next Premedia operation. ○ Forward any requisition information to Purchasing/Outside Services.	The layout and all information gathered for outside services or purchases needs to be included with the job ticket/paperwork so all information is passed along in order to complete the next Premedia operation successfully.

Notes:

Please see standalone SOP's for handling PHI/SPII work and FSC/SFI work.

External access to electronic files is now handled by I.T. Services. The Account Executive and/or Customer Service Project Manager (CSR) should submit a track-it, on behalf of the customer, to have files written to disk and/or uploaded to an external site. There is an exception to this process see VP of I.T. Technologies for written documentation.

Definitions:

Electronic Files: Refer to native files supplied by the customer for print. Electronic files can be created in various software programs such as, InDesign, Illustrator, Photoshop, Quark etc.

Page Layout: Refers to the following components - number of versions, number of pages, colors, pages sizes, fonts, images, resolution and varnishes.

FSC: Forest Stewardship Council.

SFI: Sustainable Forestry Initiative.

Chain of Custody (COC): Tracks certified materials through the production process-from the forest to the consumer, including all successive stages of processing, transformation, manufacturing and distribution.

Brooklyn Park Generated Ticket Sticker Colors:
Blue = Static Print Job
Black = Lettershop Job
Brown = Variable (HP/LS)

BP Generated Ticket Colors:

Saint Paul Generated Ticket Sticker Colors:
Green = Static Print Job
Yellow = Lettershop Job
Pink = Variable (HP/LS)

STP Generated Ticket Colors:

Revision History	Description of Changes	Requested by	Date
Rev 1	Initial creation and posting to intranet	Julie Robinson	6/15
Rev 2	Updated header information on pg. 2 for consistency between all department SOPs.	Julie Robinson	2/18
Rev 3	Updated gray header bar, changed GLS reference to ENPOINTE	Cristi Oakvik	3/21
Rev 4	Changed PreMedia reference to Premedia	Scott Andres	3/21