|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Project Name** | | Design and Development of Public Education Materials | | | | | |
| **Project Code** | | PEM | | | | | |
| **Project Members** | | Faculty/Staff | | | | | |
| Sl. No. | Activity | | Start period | Finish period | Responsibility | Input resources | Remarks |
| 1 | Preparation of brief (product ) | | - | - | Faculty/Staff | Customer need, clinical/research evidence, professional expertise, professional journals and books. |  |
| 2 | Collecting inputs for framing specifications. | |  |  | Faculty/Staff | Clinical/research evidence, professional expertise, professional journals and books. |  |
| 3 | Verification & review of specifications. | |  |  | HOD/Faculty/Staff | Prepared product framework as per specifications |  |
| 4 | Preparation of design layouts | |  |  | Faculty/Staff | Workshops/seminars, reviewed product framework |  |
| 5 | Detailed design (generation & finalization of design output documents | |  |  | Faculty/Staff | Workshops/seminars, reviewed product framework |  |
| 6  **A**  **B** | Design reviews  Preliminary reviews (indicate the stages of product development)  Final review(indicate the stages of product development) | |  |  | HOD / Faculty/Staff  Director | Draft product  Finalized draft product of the preliminary review |  |
| 7 | Validation /feedback from customers | |  |  | Faculty/Staff | Final approved product by the Director |  |