Project Overview

Book Title:

Series Info:

Author/Publisher:

Genre:

Heat Level:

Word Count:

Estimated F.H.:

Contract Type:

Rate: $ /PFH or % Royalty:

Start Date:

Deadline:

AUTHOR TYPE BREAKDOWN

Milestone	Date	Status/Notes
25% Complete		
50% Complete		
75% Complete		
Final Due		

Special Instructions

- Pronunciation notes, accent/character specifics:

- File delivery preferences (Dropbox, Google Drive, Etc.)

- Marketing details:

- Other client requests:

Progress Tracking

Daily Recording Log Summary

Name	Role (Author/PM)	Email/Phone	Preferred Contact Method

Project Progress Overview

Metric	Target/Total	Actual/To Date	% Complete	Notes/Status
Word Count				
Finished Hours				
Chapters/Sections				
Milestones Achieved	25%/50%/75%/100%			(Check off as reached)

Visual Progress Tracker

- **Progress Bar:**

☐ ☐

(Shade in as you advance, each block = 10% or 1 chapter)

- **On-Track vs. Behind Schedule Indicator:**

  Notes/Action Steps:

  ☐ On-Track

  ☐ Slightly Behind

  ☐ At Risk/Needs Attention

  (Highlight/check as needed; add notes for actions steps)

Visual Progress Tracker

Metric	Total Project	Recorded	Remaining	Notes
Finished Hours				
Recording Sessions				

Next Milestone Checkpoint

- **Upcoming Milestone:**
- **Due Date:**
- **Prep Tasks:**

- **Risk/Dependencies:**