

# CTPS ACCESSIBLE-DOCUMENT PRODUCTION PROCESS

The following process should be followed for all CTPS-produced documents (other than work scopes\*) that will be posted for an MPO meeting or anywhere on the MPO website.

ACTION	Description	Action Completed No Later Than:
<b>ALERT GRAPHICS</b>	Author emails <b>ALL Graphics staff</b> that a document will be available soon.	When document is sent to editing
<b>GET DOCUMENT ON MPO AGENDA</b>	Document approved for placement on MPO agenda at agenda-setting meeting (if applicable). Author should alert Karl and Certification Activities staff, the week before the agenda-setting meeting, that he or she wishes to have the scope on the agenda.**	8 full business days prior to MPO meeting†
<b>PLACE SCOPE IN FOLDER</b>	Author <b>PLACES COMPLETED, APPROVED, AND EDITED DOCUMENT</b> (in MS Word) in the appropriate sub-folder (e.g., Memo, Report) under \\lilliput\groups\Editing\Document_processing\	7 full business days prior to MPO meeting or desired posting date†
<b>NOTIFY GRAPHICS</b>	Author emails <b>ALL Graphics staff</b> when document has been placed in the appropriate sub-folder, noting date of MPO meeting.	7 full business days prior to MPO meeting or desired posting date†
<b>CREATE PDF &amp; HTML DOC.</b>	Graphics staff <b>CREATES</b> PDF and HTML versions of document and <b>VERIFIES</b> accessibility.‡	6-7 full business days prior to MPO meeting or desired posting date†
<b>PLACE &amp; NOTIFY</b>	Graphics staff <b>PLACES</b> PDF and HTML versions in \\Lilliput\groups\Editing\Document_processing\{appropriate sub-folder}\ Accessible_HTML_PDF. Graphics staff <b>NOTIFIES</b> appropriate party§ that document is ready for website.	5 full business days prior to MPO meeting or desired posting date†
<b>PLACE ON WEBSITE</b>	Appropriate party§ <b>PLACES</b> PDF and HTML versions of the document on website (and deletes the PDF and HTML files from the "Accessible_HTML_PDF" sub-folder).	5 full business days prior to MPO meeting or desired posting date†
<b>SEND CONFIRMATION</b>	Appropriate party§ emails a <b>CONFIRMATION</b> to author and Graphics that document has been posted.	5 full business days prior to MPO meeting or desired posting date†

\* For work scopes, please refer to the "CTPS Work Scope Development and Accessible-Document Production Process" flowchart.

\*\*The agenda-setting meeting is generally held on the Monday of the week preceding the week of the MPO meeting.

† Example: If the MPO meeting is held on the morning of Thursday, September 20, "8 full business days prior" starts at the beginning of the day on Monday, September 10.

‡ After Graphics staff create the PDF and the HTML versions of the document, they place the author's original document in the "Post\_process\_originals" sub-folder under \\lilliput\groups\Editing\Document\_processing\{appropriate sub-folder}.

§ For documents associated with MPO meetings, this refers to Certification Activities staff. For all other documents, this refers to IT&S staff (Ben or Mark)