**Project Planning Checklist**

Below are key aspects of interprofessional team writing that we recommend discussing at the outset of a new project; this document can be used as a first meeting agenda/planning document.

1. What is the project goal, intended product and working title?
   * What is the intended venue for the project (e.g. 1-3 target journals, MedEdPORTAL, conference submission, etc.), and what are the submission guidelines/requirements for authors and submissions?
2. Make an authorship plan:
   * Contact potential authors and invite them to participate (those who participated in the conception, development, implementation, evaluation, and manuscript preparation related to the project); make sure to include students, staff, course teachers, etc.
   * Identify who will take the lead on the manuscript/project (ideally one leader or two co-leads) and planned author order for remaining authors, including role of senior authors.
   * Discuss and agree to/assign author roles/responsibilities of co-authors. We suggest utilizing the [ICJME authorship guidelines](http://www.icmje.org/recommendations/browse/roles-and-responsibilities/defining-the-role-of-authors-and-contributors.html) to ensure clarity and transparency.
   * Discuss and sign authorship agreement (including policy for non-response, what will prompt a re-evaluation of authorship order/contributions).
3. Who else needs to be acknowledged on this product (e.g. funders, content developers)?
4. What is the planned timeline for the project (including key dates in process)?
   * How will meetings/conference calls be scheduled and who will schedule (e.g. Doodle, email, Outlook, etc.)?
5. What costs/resources are needed for project, and what is the plan for supporting these needs (e.g. conference lines, transcription, staff time, etc.)?
6. What platform will be used to communicate and track project materials and manuscript drafts (e.g. email, Dropbox, Google docs, shared drive, etc.)?
   * Who is keeping minutes, tracking discussions, and where will these be saved/archived?
7. Is Human Subject Approval needed? If so, who is obtaining, or has it already been obtained?
8. Are there other issues that need to be addressed (e.g. for team-based development of interprofessional education (IPE) activities need to affirm consent for photos, video clips)?