EMAIL APPROVAL WORKFLOW PLAN TEMPLATE

CONTENT TITLE	EMAIL AUTHOR	DATE SUBMITTED	EST. LAUNCH DATE

APPROVAL PROCESS WORKFLOW	ASSIGNED TO	DUE DATE	COMPLETE	COMMENTS
CONTENT MANAGER ASSIGNS TASK				
WRITER IS NOTIFIED BY EMAIL				
WRITER SUBMITS FIRST DRAFT TO EDITOR				
EDITOR REVIEWS AND GIVES FEEDBACK				
WRITER REQUESTS DESIGN ELEMENTS				
DESIGNERS RECEIVE REQUEST				
DESIGNERS CREATE REQUESTED ELEMENTS				
WRITER SUBMITS FINAL DRAFT TO EDITOR				
EDITOR APPROVES OR REJECTS CONTENT				
PRODUCER PUBLISHES CONTENT				

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