

	Manager, Content Lauren	Content Specialists Nikki, Kaitlyn, Polly	Graphic Designers Sara, Adriana	Video & Content Producer Saby, MJ	Content Director Chris	Delivery SMEs Jennifer, Alex, Steve, Marjorie, Zoë, Jen, IHSF Engagement Manager Ryan	Manager, Delivery Jay (PDC) Steve (Workshops)	Delivery Director Ben (PDC) Sharon (Workshops) Tom (Workshops)	Program Director Juliana (PDC) Michael (Enterprise)	Business Affairs Peter, Sammia	Executive Amanda
Edit Cycles	Creates edit cycle calendar; Identifies key dates/milestones; Submits Huddle requests; Informs stakeholders of critical updates.	Pillar lead divides work amongst team; Leads all stakeholder meetings; Prepares relevant slide decks for meetings & training. evaluate submitted cast and guest feedback and determine the content changesTrains Content team on updates.	Updates and/or creates PGs, KNs, activities, index, etc.	Updates and/or creates video and digital media.	Presented with planned content changes; consulted as needed throughout edit cycle	Presented with planned content changes; consulted as needed throughout edit cycle.	Informed of content changes.	Informed of content changes via Manager, Delivery/Delivery Director. Consulted on/Approves budget impacts (i.e. print).	N/A	Feedback via Huddle and/or Chris.	
New Content Development & New Programs	New Content (A): Assigns lead CS; Submits Huddle; Informs stakeholders. New Programs (R): Partners with Program Director to determine potential new products that need content.	Lead creates project timeline; Identifies key dates/milestones; Leads all stakeholder meetings. Trains Content team on new developments.			New Programs: Partners with Program Director to determine potential new products that need content.		Identifies new potential product/formats based on commercial viability. Provides any feedback on new content via Huddle.	Ensures compliance as noted in the NEW CONTENT DEVELOPMENT section of the EDIT CYCLE OG*.			
SME Training	Informed of confirmed dates via Manager, Delivery; Consulted as needed.	Helps set training date with Manager, Delivery; Pillar lead trains Delivery SME on content updates	N/A		Informed of confirmed dates via FY26 PDC Team Calendar .	Pillar SME trains Facilitators and EMs on content updates; <i>no Content Specialist needed.</i>	Schedules training dates; oversees training; tracks in DLearn	Oversees training; consults as needed.	Informed of dates via Manager, Delivery and/or Delivery Director.	N/A	
Deep Dives		Informed of training date from Manager, Delivery				Pillar SME leads deep dive; <i>no Content Specialist needed.</i>	Schedules deep dives; oversees training; tracks in DLearn	Oversees training; consults as needed.	Informed of dates via Manager, Delivery and/or Delivery Director.		
Video & Photo Production	Ensures compliance as noted in the VIDEO PRODUCTION section of the EDIT CYCLE OG*.					N/A	Feedback via Huddle			Ensures compliance as noted in the VIDEO PRODUCTION section of the EDIT CYCLE OG*.	Feedback via Huddle
Asset Management	Ensures compliance with all assets; follows procedures listed in the ASSET MANAGEMENT section of the EDIT CYCLE OG*.					N/A			Ensures compliance as noted in the ASSET MANAGEMENT section of the EDIT CYCLE OG*.	Consulted as needed for asset and/or approval issues via Chris.	
Approvals	Ensures compliance; follows procedures listed in the ASSET APPROVALS section of the EDIT CYCLE OG*.								Ensures compliance as noted in the ASSET APPROVALS section of the EDIT CYCLE OG*.		

*Edit Cycle OG is in progress. Relevant processes are detailed in this presentation in an initial draft form.