# CHECKLIST 2: Prepare to Write

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| Completed | Task | Details | Notes |
|  | Payment | Funding sources:  Expenses: |  |
|  | Copyright ownership | Textbook:  Images:  Videos: |  |
|  | License | Type: |  |
|  | Contributors | Authors  Illustrators  Others: |  |
|  | Identify Support | Roles |  |
|  | Project Charter | Refer to the Project-Charter template in this chapter for details. |  |
|  | Project Timeline | Refer to the Project-Timeline template in this chapter for details. |  |
|  | Technology | Authoring platform:   1. Account users   Graphic-design software:   1. Account users   Multimedia software:   1. Account users   Other systems: |  |