* Plan *(Email manager, \_\_\_days before publish)*
  + Topics and send dates *(Email manager, \_\_days before publish)*
  + Send Lists *(Email specialist, \_\_ days before publish)*
* Craft Email *(Email specialist, \_\_ days before publish)*
  + Edit email text *(Email manager, \_\_ days before publish)*
  + Rework edits in text *(Email specialist, \_\_ days before publish)*
  + (Approve email text) *(Email manager, \_\_ days before publish)*
* Graphics and Images *(Designer, \_\_ days before publish)*
  + Edit graphics and images *(Design manager, \_\_ days before publish)*
  + Rework graphics and images *(Designer, \_\_ days before publish)*
  + (Approve graphics and images) *(Designer manager,  \_\_ days before publish)*
* Approve final email layout *(Email manager, \_\_ days before publish)*
* Upload on to email send platform *(Email Manager, \_\_ days before publish)*
  + Send emails *(Email manager, \_\_ days before publish)*