Tackling group writing projects can be among the most challenging of assignments. Just getting started on the right track can prove to be a feat in itself. This handout provides a basic outline – a roadmap – to use when confronted with the task. The eight steps aren’t meant to be exhaustive, but to offer suggested steps for completing the assignment.

**Collaborative Writing Roadmap**

1. **Know your team**
   a) Gather contact info
   b) Set up first meeting
2. **Plan the timeline**
   a) Conduct first meeting
   b) Set and develop group roles (project manager, chief editor, secretary, etc.)
   c) Create timeline for project and set deadlines
3. **Brainstorm and outline**
   a) Get all the ideas on the table before final decisions
   b) Choose topics to discuss
   c) Develop group outline for the paper
4. **Compose first draft**
   a) Divide work equitably based on group outline
   b) Utilize outline to write section
5. **Compose second draft**
   a) Bring all parts together into one draft
   b) Develop consistent voice and formatting
   c) All members read and look out for errors
   d) Discuss edits and use them to revamp outline
   e) Make sure all members know what to do now
   f) Each member applies the agreed upon edits
   g) Re-evaluate sections individually and perform proofreading
6. **Prepare a final version**
   a) Piece together final polished product
   b) One last team review of entire paper
   c) Send it off for grading
7. **Proofread**
   a) Have all members fully review the final copy
   b) Look for grammar, punctuation, and spelling errors
   c) Carefully check for proper documentation and citation
   d) Discuss and agree upon all edits
8. **Revel in Success**