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Development Template — Deliverable Sequence

THE BLUEPRINT · FOR YOUR CLIENT WORK

The development phase turns a client's raw materials — synopsis, notes, ideas — into a fully built, chapter-by-chapter blueprint the manuscript is written from. This is the fixed sequence of deliverables, in order. Each is a discrete prompt: complete one, deliver it, move to the next. Use this sequence to set client expectations for what development covers.

The deliverable sequence

Order is fixed — each step depends on the ones before it. Foundation defines the story, structure gives it shape, build-out makes it writable.

#	Deliverable	What the client receives
1	**Synopsis, fully built**	The reworked story with its opening and closing frames, tone, and mythology locked. The story's spine.
2	**Character breakdown**	Leads and supporting cast — who they are, what they want, how the events change them.
3	**Settings & timeline**	Every key location plus the full chronology of events, start to finish.
4	**Revised synopsis**	The synopsis rebuilt with character and setting work folded in. The locked source of truth going into structure.
5	**Three-part beat sheet**	The major beats mapped across the book's three parts (Save-the-Cat-style structural breakdown).
6	**Chapter loglines**	Every chapter captured as a one-line beat, so the full spine is visible end to end. Split into halves for a long book.
7	**Chapter breakout**	Each chapter expanded from logline into detailed beats. Worked in quarters (1/4 → 4/4) for a long book, or in one pass.
8	**Expanded chapters**	Every chapter beat developed into longer-form paragraphs. The finished blueprint the manuscript is written from.

How to use it

- **Prompt one step at a time, in order.** Each deliverable feeds the next — don't jump ahead. Never break out chapters before loglines exist; never expand chapters before they're broken out.
- **Combine where the book is short.** Steps 6 and 7 can each run in a single pass for a shorter book, or split (loglines in halves, breakout in quarters) for a long or complex one.

- **Feed materials up front.** Hand over the synopsis and all notes at the start of Step 1 so the foundation is built on everything available.

Setting client expectations

For a standard upfront development engagement, present the eight deliverables above as what the client receives — a complete development package that ends with a writable, chapter-by-chapter blueprint. The sequence is the scope: it defines where development ends and manuscript drafting begins.

Optional: pacing for installment clients

Most clients pay a single upfront development fee, and the sequence simply runs start to finish. For a client on a monthly installment budget, the same eight steps can be stretched across weekly deliverables to match cash flow — one deliverable per Friday, splitting Steps 6 and 7 into halves and quarters to fill the weeks, with any fifth Friday in a month taken as a free off week. The deliverables never change; only the delivery pace does.

Styling for client documents

EB Garamond for text, Cormorant Garamond for headings, and Jost for small labels; centered title over a teal rule; black section headings; tables with a black header row and alternating soft-teal shading. Clean and non-redundant — no repeated labels, no unrequested additions, no internal budget mechanics shown to the client.