

Unit R081 – Pre-production skills

Work Plans and Production Schedules Activity

Task 1

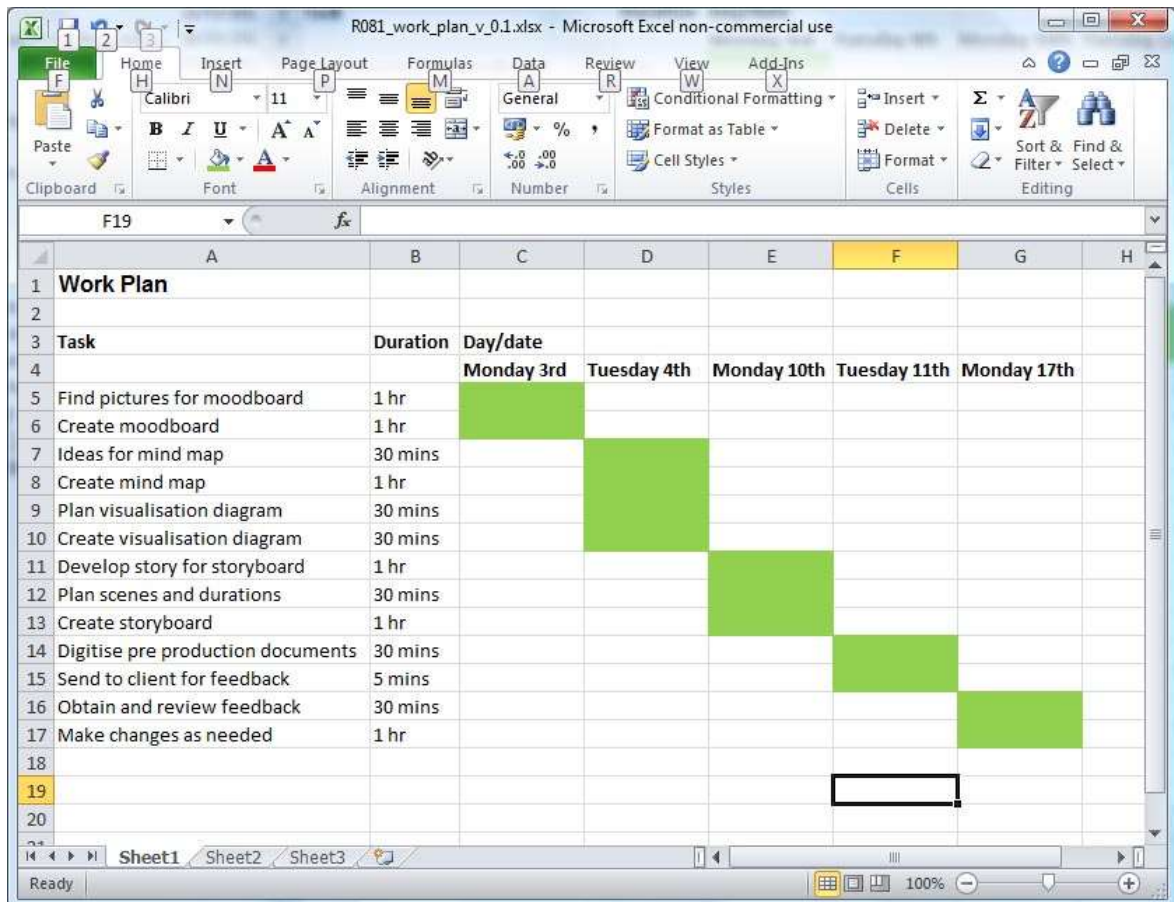
In groups research a range of different types of work plans and production schedules. These can be either text tables or graphical Gantt charts. On the following pages are some examples of work plans and production schedules that can be used to help you with your research.

Discuss in your group what you think of each of the work plans and production schedules (from your research or from the examples) and make notes in the space below. What information do they include, how easy are they to understand?

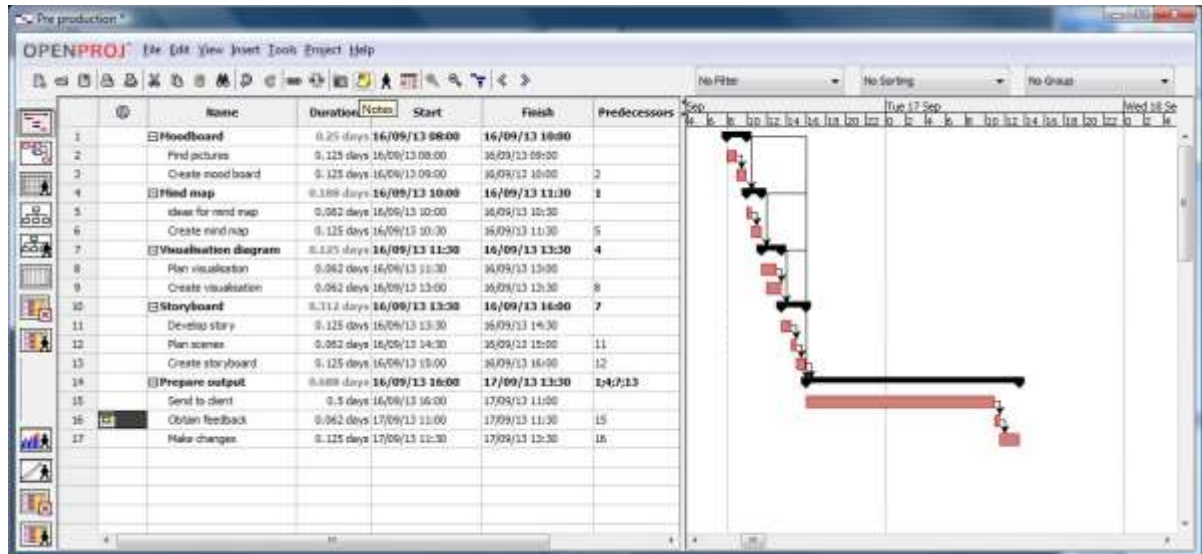
Example 1: A work plan created as a text table in word processing software:

Activity	Duration	Resources
Find images for mood board	1 hour	Magazines, adverts, photos
Create mood board	1 hour	A3 paper, glue stick, scissors
Ideas for mind map	30 mins	Pen, paper
Create mind map	1 hour	Pen, paper
Plan visualisation	30 mins	
Create visualisation	30 mins	Desktop Publishing software
Develop story for storyboard	1 hour	
Plan scenes and durations	30 mins	Pen, paper
Create storyboard	1 hour	Storyboard templates
Digitise documents	30 mins	Scanner, digital camera
Send to client	5 mins	Computer system with email
Obtain feedback	30 mins	
Make changes	1 hour	
<i>Total</i>	<i>9h 5mins</i>	

Example 2: A work plan created in spreadsheet software with tasks, durations and a graphical chart to show when the tasks will be completed (ie a simple Gantt chart):



Example 3: A work plan created using project type software – this creates Gantt charts based on a series of tasks with predecessors and durations for each one. This type of project/work plan is easy to update with any changes to predict the new end date:



Example 4: A production schedule for making a short video. The intention of the production schedule is so that everyone involved knows what is happening, where they need to be and what equipment/resources will be required:

Date/Time	Activity	Where	Resources
Monday 9.30am	Prepare camera equipment	School	Video camera, tripod, batteries
Monday 10.00am	Meet at sports hall	School sports hall	Actors, basketball
Monday 10.45am	Record scene 1: basketball team are discussing strategy	School sports hall	Actors, basketball
Monday 11.15am	Record scenes 2 and 3: basketball match against visitors	School sports hall	Actors, basketball
Monday 12.30pm	Pack equipment, take back to editing suite	Edit suite	Mac with video editing software
Monday 2.00pm	Transfer video footage to computer system and edit footage	Edit suite	Mac with video editing software
Monday 3.15pm	Save work, create backups	Edit suite	Mac

Task 2

Working on your own, create a work plan for a media product. You should include the following:

1. What the different tasks/activities are.
2. How long each one will take.
3. When you will be able to work on each task.
4. What resources you will need.
5. What tasks must be finished before you can start the next part.

You could use any of the following software to complete this task:

Project software
Spreadsheet software
Word processing software

As a starting point, complete the table on the next page and transfer this information into the software application chosen.

	Work Plan						
Task No.	Task	Duration	Day/date	Day/date	Day/date	Day/date	Day/date
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							

Task 3

Working in a group, create a production schedule for a digital media project. You can either complete the following table or start with your own in a software application of your choice.

Date/Time	Activity	Where	Resources