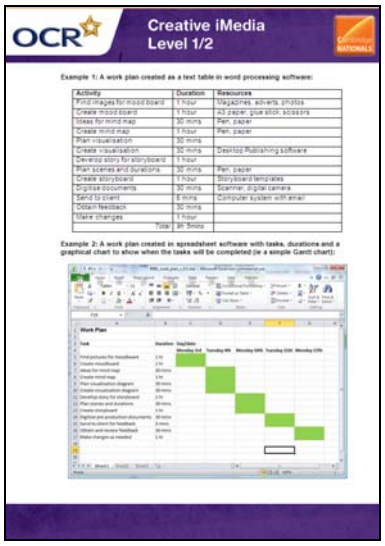
Unit R081 – Pre-production skills

Work Plans and Production Schedules

Instructions and answers for Teachers

These instructions should accompany the OCR resource 'Work Plans and Production Schedules Activity', *which supports Cambridge Nationals in Creative iMedia Level 1/Level 2 Unit R081 – Pre-production skills*



Associated Files:
Work Plans and Production Schedule Activity

Expected Duration:
Task 1 – 45 minutes
Task 2 – 45 minutes
Task 3 – 20 minutes

This activity offers an opportunity for English skills development.

This task enables learners to research work plans and production schedules. Teachers could demonstrate different types of work plan using web search results. For example, an image search for 'work plan' will find examples of both text based and graphical styles. These could be produced in Project, Spreadsheet or Word processing software applications. Both text based and graphical examples should be included eg a table of activities to be completed and a Gantt chart of a media project.

Task 1

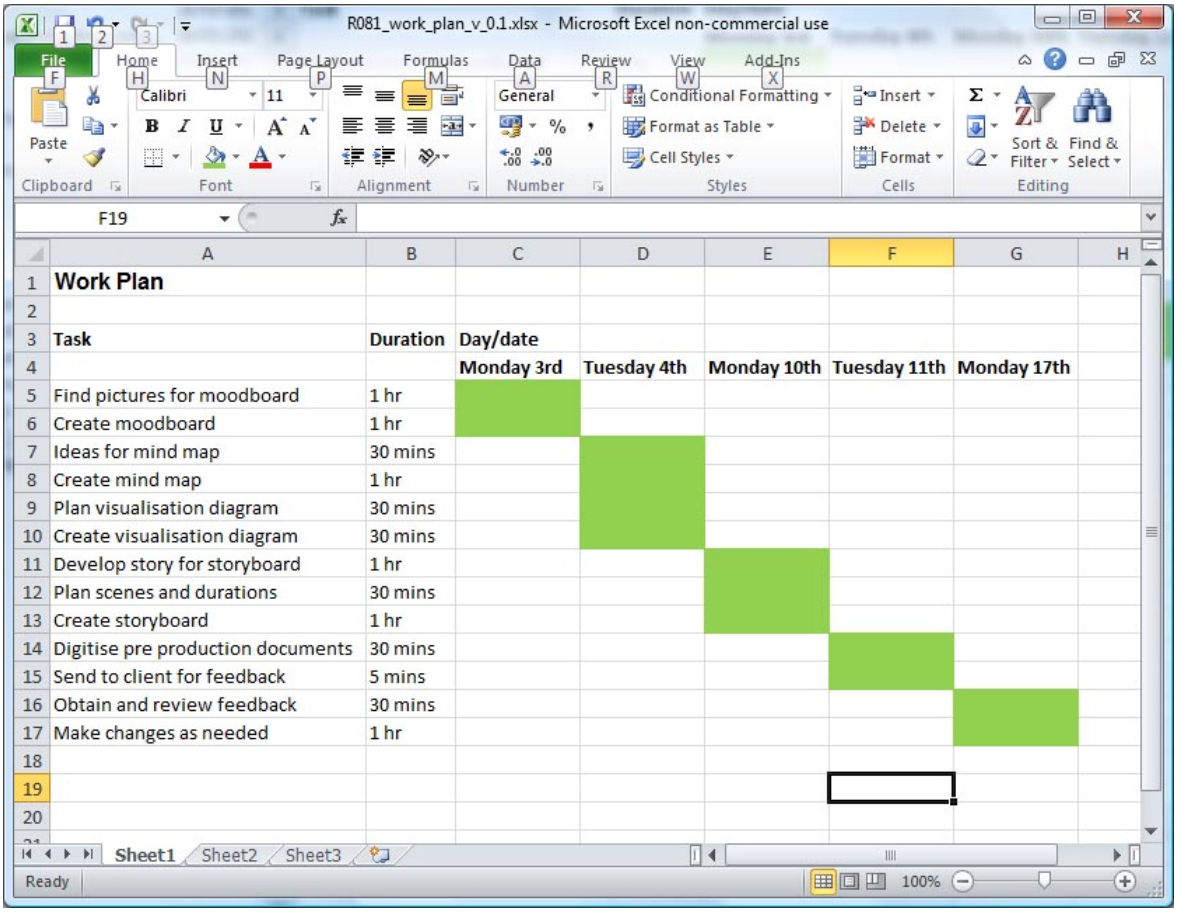
In groups research a range of different types of work plans and production schedules. These can be either text tables or graphical Gantt charts. On the following pages are some examples of work plans and production schedules that can be used to help you with your research.

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?

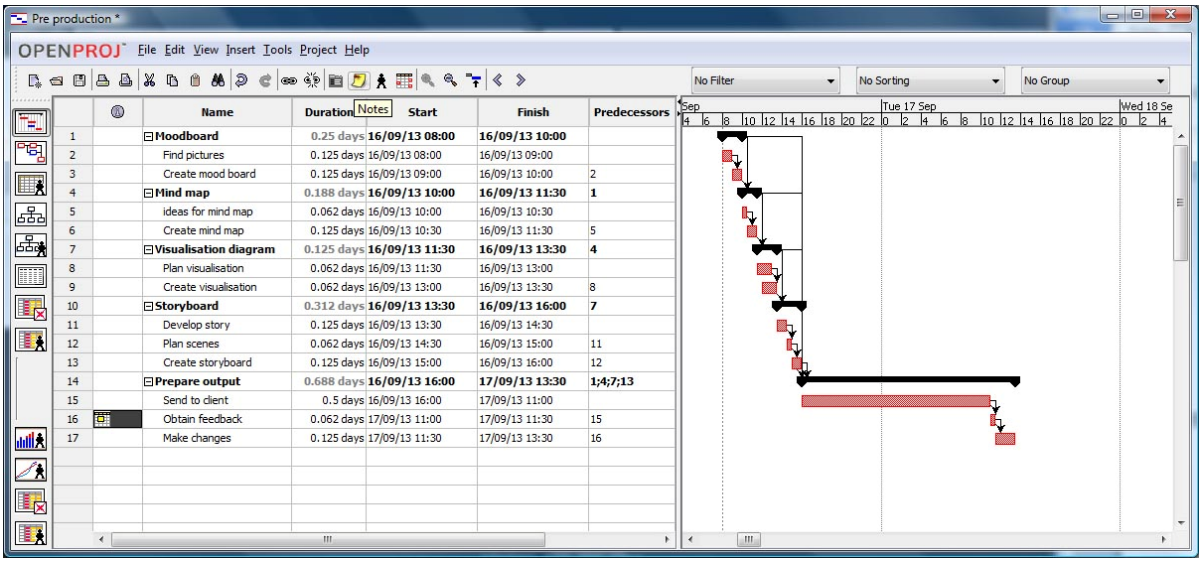
Example 1: A work plan created as a text table in word processing software:

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	
Total	*9h 5mins*	

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 your 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
Work processing software

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

Sample answer for a work plan for a media product:

	Work Plan												
	Example – creating a website												
Task No.	**Task**	**Duration**	**Mon 1st**	**Tues 2nd**	**Mon 8th**	**Tues 9th**	**Mon 15th**	**Tues 16th**	**Mon 22nd**	**Tues 23rd**	**Mon 30th**	**Tues 31st**	**Mon 6th**
1	Identify client requirements	10 mins											
2	Produce a site map	15 mins											
3	Design page layouts (visualisation diagrams)	30 mins											
4	Identify assets needed and where sourced from	30 mins											
5	Identify resources need	10 mins											
6	Prepare assets for use in the website	30 mins											
7	Produce a test plan for the final website	20 mins											
8	Legal considerations for all content	10 mins											
9	Setup folders and templates	10 mins											
10	Create the website	4 hours											
11	Test the website/make corrections	45 mins											
12	Publish the website	10 mins											
13	Review the final website	45 mins											
	Total	*8h 40 mins*											

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.

Sample answer provided below.

Date/Time	Activity	Where	Resources
Monday 10.00am	Collect video camera, batteries, DV tapes, tripod	Classroom	
Monday 10.10am	Meet production crew and walk across to sports field	Entrance lobby	Video camera, batteries, DV tapes, tripod
Monday 10.20am	Meet actors at sports field. Briefing on video to be recorded.	Sports field	Video camera, batteries, DV tapes, tripod. Actors & props (ball)
Monday 10.30am	Record scene 1 (actors running onto field) Record scene 2 (game play)	Sports field	Video camera, batteries, DV tapes, tripod. Actors & props (ball)
Monday 11.30am	Move to entrance lobby Record scene 3 (celebration of the teams win)	Entrance lobby	Video camera, batteries, DV tapes, tripod. Actors
Tuesday 10.00am - 11.45	Transfer recorded footage onto computer system Begin editing footage in post-production software	Edit suite in classroom	DV tapes

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