Learning Outcome: 2

Why Plan?

Planning is a necessary part of any project to ensure that everything can run smoothly.

Work Plans Knowledge Organiser

WORK PLAN

Activity	Duration	Resources
Find images for moodboard	1 hour	Magazines, photos, internent, PC
Create moodboard	1 hour	Scissors, glue, paper
Generate ideas for visualisation	30 mins	Notepaper
Create visualisation	1 hour	Pencils, paper, coloured pencils
Send to client	5 mins	Email, internet, PC
Get feedback	30 mins	Email
Make changes to visualisation	1 hour	

GANTT CHART

Work Plan

Task	Duration	Day/Date				
		Mon 3rd	Tue 4th	Mon 10th	Tue 11th	Mon 17th
Find images for mood board	1 hour					
Create a mood board	1 hour					
Ideas for mind map	30 mins					
Create a mind map	1 hour					
Digitise documents	30 mins					
Send to client	5 mins					
Obtain feedback	30 mins					
Make changes	1 hour					

PRODUCTION SCHEDULE

Date/Time	Activity	Where	Resources
Mon 9:30	Prepare camera equipment	School	Video camera, tripod, batteries
Mon 10:45	Record Scene 1: Team discuss strategy	Sports Hall	Actors, basketball
Mon 11:15	Record Scene 2: Basketball match vs visitors	Sports Hall	Actors, basketball
Mon 12:30	Pack equipment, take back to editing suite	Edit Suite	Mac, video editing software
Mon 2:00	Transfer video footage to computer and edit	Edit Suite	Mac, video editing software

What goes in to a work plan?

- Tasks – Each main task needed to be completed, Eg. Create a website template
- Activities – Break down each task in to smaller sub tasks, Eg – Insert header, buttons, company graphics
- Milestones – the key dates in the project, when the project starts, when the project end or when you finish one stage of a project (plan/create/test)
- Resources – What you need to complete the task. Eg PC, Internet access, images, Dreamweaver
- Work Flow – The order in which the tasks are completed (Plan > Create > Test > Review)
- Timescales– Timings for each individual task to make sure that you meet your final deadlines

Contingency Planning

If your plan goes wrong you have to have planned in contingency time to ensure it doesn't change your deadline.

- To plan for this all work plan include contingencies. This is extra time you give yourself just in case somethings goes wrong.
- Three contingency items are:
- More time – In films often shooting goes on longer than intended, or bad weather might affect the schedule
- Extra Costs – Occasionally extra costs can arise (having to buy web hosting for a web site)
- Unexpected events – Anything outside of your control that can affect your project (bad weather, illness, people leaving)