

Work Plans

A work plan is used to **plan** how and when work is going to be produced

They are made during the **planning stage** of a product's development

Work Plans

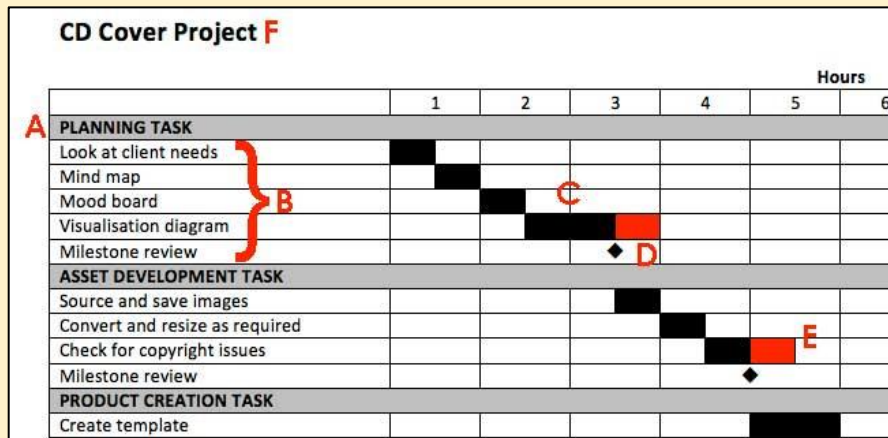
Work plans are used to plan the **order of jobs** that need to be completed to get to the end of a project

They allow careful planning of **who** will do **what** and **when** each activity will need to be completed by

They are often created by the **project manager**

Work Plans

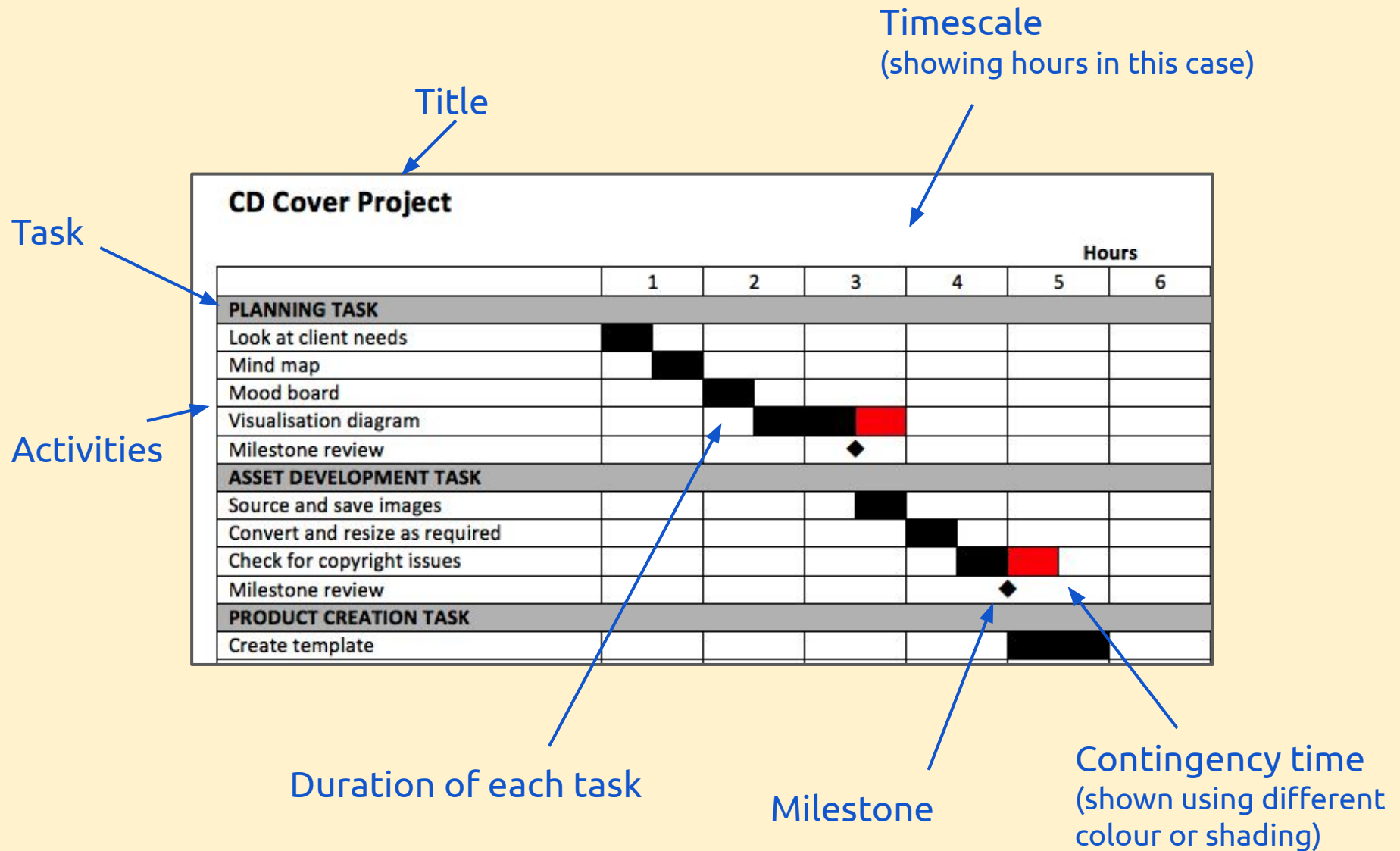
Items work plans include:



- **tasks** - these are the main jobs that need to be completed to get to the end of the project (**A**)
- **activities** - the things that need to be done to complete each task (**B**)
- **timings** - an idea of how long each activity will take to complete (**C**)
- **milestones** - key review points to check progress (**D**)
- **contingencies** - extra time built in to catch up if jobs take longer than expected (**E**)
- **title** - the name of the project (**F**)

Make sure you know the difference between **tasks** and **activities**. The examples should help you

There is a video going through these items on YouTube which adds detail and extra items



These are the key items you should look for on work plans. The other thing that might be included is **resources**

Work Plans

Resources:

Work plans can also show the **resources** needed to complete each activity

Resources means:

- people
- software
- hardware or equipment

For example, filming a video might need the director, a camera operator, a sound engineer, a lighting technician and all the equipment needed to do the filming. These resources need to be allocated to that activity – they can't be allocated to another activity at the same time

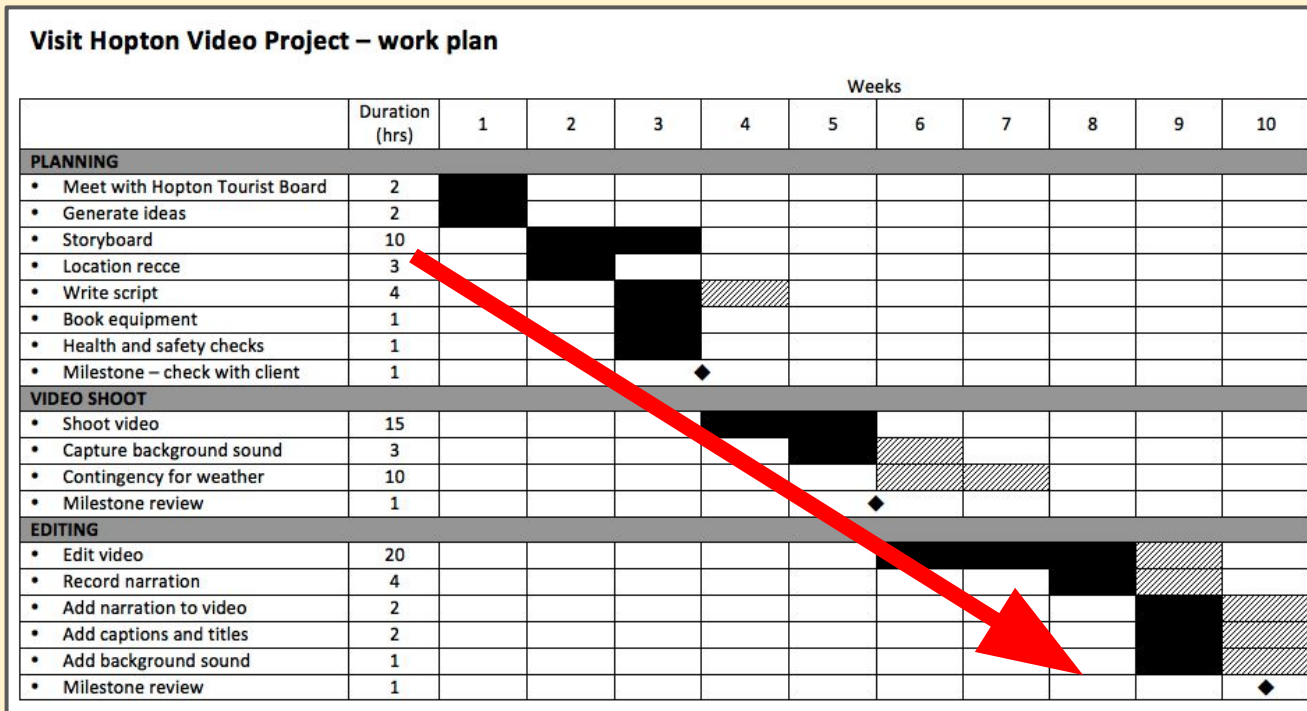
Work Plans

Reasons for using work plans:

- plan the order of **tasks** to make sure the final deadline is met
- plan what **activities** need to be done to complete each **task**
- make sure **tasks** and **activities** follow on from each other sensibly (the idea of **workflow**)
- makes it easier for a project manager to **divide up jobs** between team members
- makes sure everyone in a team knows what to do and what **deadlines** there are
- helps the project manager know if everything is on track by using **milestones**

Work Plans

Workflow is getting tasks and activities in the right order based on things that have already been done



In this example, workflow means editing after video has been shot

You can't edit before you have any video to edit, so it wouldn't make sense to put the tasks in a different order

In the same way, the storyboard comes before the script, and both come before video shooting. This gets the workflow right

Work Plans

Tasks on work plans are often broken down into the three stages of the production process

| Visit Hopton Video Project – work plan | | | |
|--|----------------|---|--|
| | Duration (hrs) | 1 | |
| PLANNING | | | |
| • Meet with Hopton Tourist Board | 2 | | |
| • Generate ideas | 2 | | |
| • Storyboard | 10 | | |
| • Location recce | | | |
| • Write script | | | |
| • Book equipment | 1 | | |
| • Health and safety checks | 1 | | |
| • Milestone – check with client | 1 | | |
| VIDEO SHOOT | | | |
| • Shoot video | 15 | | |
| • Capture background sound | | | |
| • Contingency for weather | | | |
| • Milestone review | 1 | | |
| EDITING | | | |
| • Edit video | 20 | | |
| • Record narration | 4 | | |
| • Add narration to video | | | |
| • Add captions and titles | | | |
| • Add background sound | 1 | | |
| • Milestone review | 1 | | |

Pre-production stage

Production stage

Post-production stage

Work Plans

Fromus Centre website development work plan

| Tasks and activities | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
|--------------------------------------|---|---|---|---|---|---|---|---|---|----|----|----|
| PLANNING | | | | | | | | | | | | |
| Discuss needs with client | ■ | | | | | | | | | | | |
| Brainstorm mind-map | | ■ | | | | | | | | | | |
| Initial research | | | ■ | | | | | | | | | |
| Mood board | | | | ■ | | | | | | | | |
| Visualisation diagrams produced | | | | | ■ | | | | | | | |
| Meet with client to check plans | | | | | | ■ | | | | | | |
| Contingency | | | | | | | ■ | | | | | |
| Milestone – end of planning | | | | | | | | ◆ | | | | |
| ASSET DEVELOPMENT | | | | | | | | | | | | |
| Source key images | | | | ■ | | | | | | | | |
| Check copyright issues | | | | | ■ | | | | | | | |
| Edit and resize images | | | | | | ■ | | | | | | |
| Create text | | | | | | | ■ | | | | | |
| Contingency | | | | | | | | ■ | | | | |
| Milestone – end of asset development | | | | | | | | | ◆ | | | |
| PRODUCTION | | | | | | | | | | | | |
| Create website template | | | | | | ■ | | | | | | |
| Insert content on pages | | | | | | | ■ | | | | | |
| Testing | | | | | | | | ■ | | | | |
| Refining pages | | | | | | | | | ■ | | | |
| Contingency | | | | | | | | | | ■ | | |
| Milestone – end of production | | | | | | | | | | | ◆ | |
| REVIEWING | | | | | | | | | | | | |
| Check website against client needs | | | | | | | | | | | ■ | |
| Review work | | | | | | | | | | | | ■ |
| Contingency | | | | | | | | | | | | |
| Milestone – end of project | | | | | | | | | | | | ◆ |

Work plans can be made using different types of software:

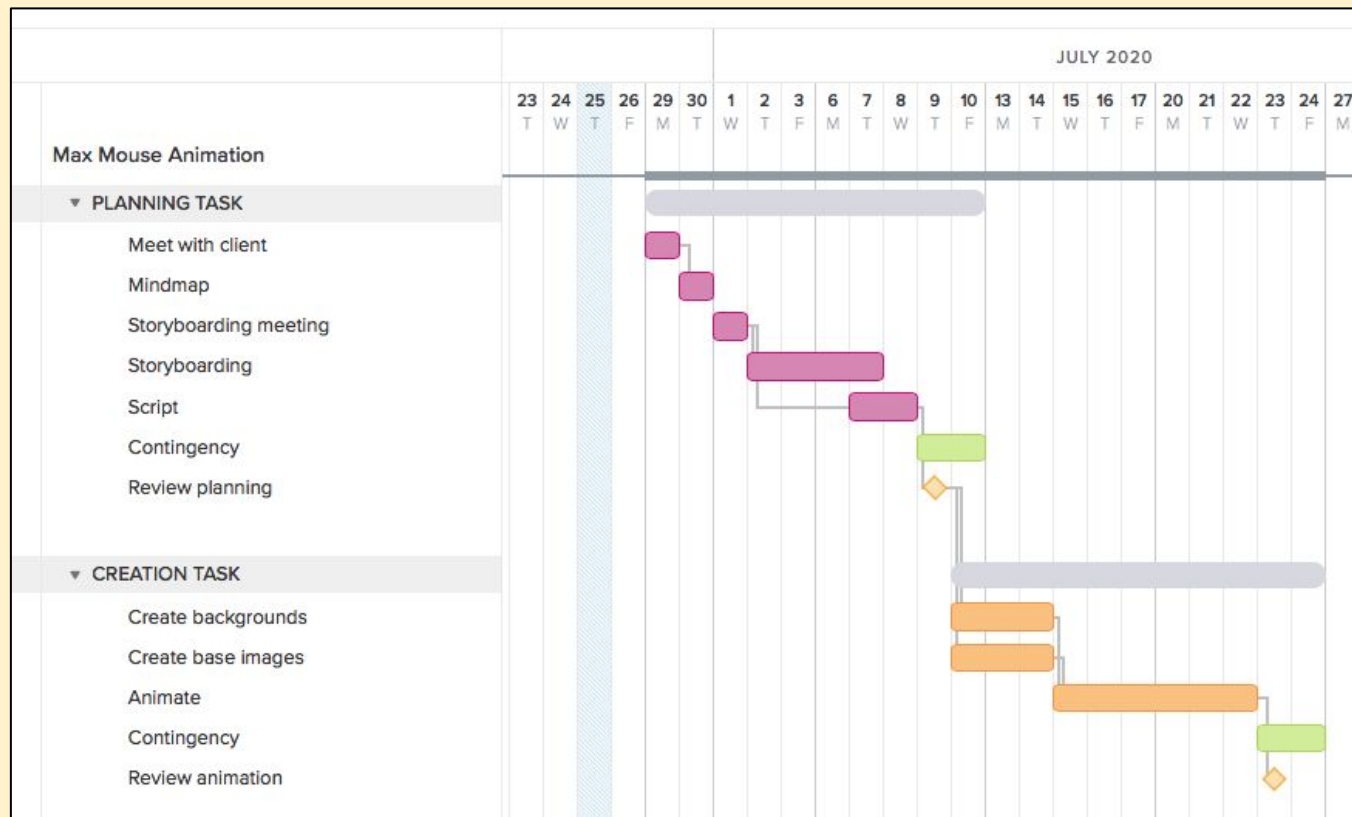
- **office software** such as Word or Excel
- **specialist project management software**
- **online tools** such as Google Docs or a tool such as [teamgantt](https://www.teamgantt.com/)

Hardware that could be used includes:

- mouse
- keyboard
- monitor (screen)

Work Plans

This type of work plan is called a **Gantt Chart**. It works in exactly the same way as the other kind of work plan.



This was made using [teamgantt](#) – an online tool that can be used for planning

Work Plans

Seven things on a work plan:

- tasks
- activities
- timescales/timings
- milestones
- contingencies
- title
- resources

The idea of **workflow** is important

Work Plans

Summary:

- plan the order of tasks and activities for a project
- creates a sensible workflow
- includes milestones and contingencies to allow progress to be checked