

Workplans – Key Knowledge

A workplan is a pre-production document. They are used to plan how work is going to be produced.

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

1. What are Workplans for?

- 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 used by project managers.

2. Purposes of Workplans:

- 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 (**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 when deadlines are
- helps the **project manager** know if everything is on track by using milestones

Possible audiences for storyboards are shown in **bold and underlined**.

3. Things Workplans include:

A to F are shown on the diagram on the next page.

- **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)

CD Cover Project F

							Hours					
							1	2	3	4	5	6
A	PLANNING TASK											
	Look at client needs											
	Mind map											
	Mood board											
	Visualisation diagram											
	Milestone review				◆							
ASSET DEVELOPMENT TASK												
	Source and save images											
	Convert and resize as required											
	Check for copyright issues											
	Milestone review								◆			
PRODUCT CREATION TASK												
	Create template											

3a Task and Activities:

Tasks (A) are the main jobs or sections of a project – such as planning, asset development and product creation

Activities (B) are the individual things that need doing to complete a main task. A task will include a number of activities.

3b Workflow:

Workflow is getting tasks and activities in the right order based on things that have already been done. For example, you can't edit a movie before you have any video to edit, so it doesn't make sense to put the editing tasks before the video shoot.

5. Making Workplans:

Workplans are usually produced digitally using one of:

- office software such as Word or Excel
- specialist project management software
- online tools such as Google Docs or a tool such as teamgantt