

Work plans

Work plans are used to plan out who is going to do what, when. This helps keep track of a project and stop it falling behind deadlines.

They help schedule jobs – some jobs have to be done before others (e.g. filming before editing)

Work plans mean that the time people have to work can be planned effectively, so some people aren't sitting around waiting for others to finish

Work plans

Visit Hopton Video Project – work plan

		Weeks									
	Duration (hrs)	1	2	3	4	5	6	7	8	9	10
PLANNING A											
• Meet with Hopton Tourist Board	2 E	■									
• Generate ideas	2	■									
• Storyboard	10		■	■							
• Location recce	3		■								
• Write script	4			■	■	■					
• Book equipment	1			■							
• Health and safety checks	1			■							
• Milestone – check with client	1				◆						
VIDEO SHOOT											
• Shoot video	15				■	■	■				
• Capture background sound B	3					■	■	■			
• Contingency for weather	10						■	■	■		
• Milestone review	1						◆				
EDITING											
• Edit video	20						■	■	■	■	■
• Record narration	4							■	■	■	■
• Add narration to video	2									■	■
• Add captions and titles	2									■	■
• Add background sound	1									■	■
• Milestone review	1										◆

Work plans

Work plan components:

- tasks
- activities – individual jobs
- timescales
- milestones
- contingencies
- **resources** – people , hardware, equipment, software
- the idea of **workflow**

Work plans

Tasks:

- a. What does a work plan do? (slides 1–2)
- b. Name the 7 things they include – and say what each one is (slides 3–4)
- c. Label the 7 things on a work plan diagram
- d. Reasons for using work plans (slide 5)
- e. What is workflow (slide 6)
- f. 3 **types** of software you could use (slide 7)