

Work Plans – Key Elements

There are a number of key elements of work plans that you need to know.

Element	What it is
Tasks	
Activities	
Timescales	
Contingencies	
Milestones	
Resources	Resources are things that are needed to complete a project. This could be equipment (video camera, microphones, track and dolly system) or people (the people assigned to each activity) These can be added to work plans.
Title	You'll often get a mark in an exam if you write down "title" whenever you have to name an element of any pre-production document...