

# Year 8 Knowledge Organiser – Planning

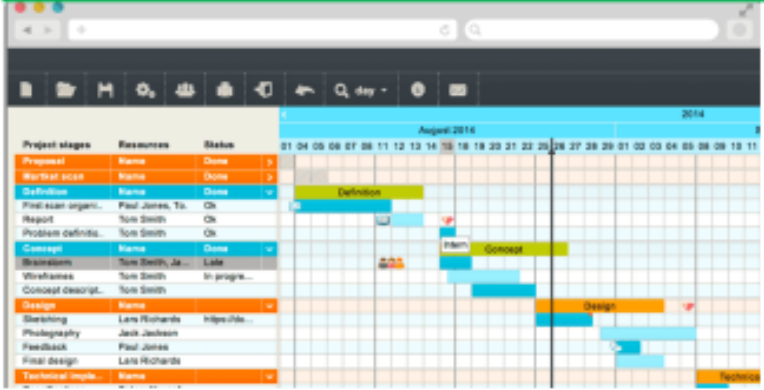
You must be able to produce a work interpretation from a client brief, and then create a plan which fully meets the client requirements

## Work Plan

Task	Duration	Resources
<b>RESEARCH</b>		
Research video technique	1 hour	Computer, Internet, Keyboard, Mouse
Research existing videos	1 hour	
<b>PLAN</b>		
Plan initial ideas for video	30 mins	Computer, Microsoft Word, Keyboard, Mouse
Create a storyboard		
List equipment needed	30 mins	Computer, Microsoft Word, Keyboard, Mouse
Target audience analysis	1 hour	Computer, Survey Monkey, Keyboard, Mouse
<b>CREATE</b>		
	2 hours	
Import footage to computer	30 mins	Video Camera, Computer, Adobe Premiere
Review video footage		
Edit video footage	2 hours	
Add titles to video		
Add music to video		Computer, Adobe Premiere, Keyboard, Mouse
Export final video		Computer, Adobe Premiere, Keyboard, Mouse
<b>REVIEW</b>		
Test the video	30 mins	Computer, Microsoft Word, Keyboard, Mouse
Get feedback from client	1 hour	
Review the video		

Work Plan Content	Items to consider
Tasks	List all activities in chronological order would be expected to complete the project. Such as, adding slide transitions, creating a script, hiring equipment.
Activates	Consider all activities that are needed to complete the tasks. Such as, setting up the studio, researching the internet, taking additional photos, creating photoshop images or logos.
Resources	What additional equipment is needed and what additional costs might this introduce? Maybe you don't have the right lens for a video camera or DSLR. Do you need to involve more people? If so, how any and when?
Workflow	What order do things need to be done? Producing the plans (Gantt Chart) before starting the project. Capturing images before editing. Do you need a storyboard or visualisation diagram first? What time is needed to do this?
Timescales	When does the project need to be finished and how much time does this give you for each task. Which tasks can cause others to be delayed too much?

## Gantt Chart



A Gantt chart is a visual representation of a project plan schedule. It graphically shows the duration of each task in the order that they have to be completed. It gives a clear representation of the time needed to complete each stage and will show if the project can be completed on time. It can also allocate work to different people or groups.

**Other considerations**

**Contingency planning** - You must consider planning for the unexpected; do you need more time, more cost, what if there are unexpected delays?

**Schedule (definition):** A plan of tasks with associated time for each task.

# Year 8 Knowledge Organiser – Planning

You must be able to demonstrate complex planning techniques to show what the product will look like.

1. Research	2. Plan	3. Create	4. Review
⇒ Refer to client specification	⇒ Layout	⇒ Assets	⇒ Quality
⇒ Target Audience	⇒ Colours	⇒ Templates	⇒ Testing
⇒ Identify existing solutions.	⇒ Fonts	⇒ Images	⇒ Fix errors
⇒ Is the project achievable	⇒ Media	⇒ Logos	⇒ Obtain feedback
⇒ Target audience	⇒ Content	⇒ Text	⇒ Check fit for purpose
⇒ Technology needed to complete the project	⇒ User needs	⇒ Media	⇒ Improvement
	⇒ House Style	⇒ Hyperlinks	⇒ Meets client requirements
	⇒ Charts	⇒ Forms	⇒ Use target audience and client feedback
	⇒ Equipment	⇒ Testing plan	



Using the planning techniques should enable you to be able to produce a **visualisation diagram** or **storyboard** of the multimedia product that is in your client brief. It should represent the full consideration of the client brief.



**Visualisation diagrams** and **storyboards** are always produced prior to creating the multimedia project. They assist in the development of the project ensuring that all the clients requirements have been fulfilled before the expressive task of creating the media begins.

**Storyboards and visualisation diagrams** are never edited once the multimedia product has been completed, so some differences are expected to be seen.

Required Evidence	Examples of evidence
Written and presentation files	<ul style="list-style-type: none"> <li>• Electronic files/evidence</li> <li>• Written report/presentation</li> </ul>
Client requirements	<ul style="list-style-type: none"> <li>• Written report, presentation, audio commentary</li> </ul>
Planning Documents	<ul style="list-style-type: none"> <li>• Work plan, asset table, visualisation diagram and test plan</li> </ul>
Finished product	<ul style="list-style-type: none"> <li>• An interactive multimedia product.</li> </ul>
Review	<ul style="list-style-type: none"> <li>• Written report, presentation or recording.</li> </ul>