

Topic Area 3 – Pre-production Planning

3.1 Work planning	
Content	Notes on breadth and depth required
Components of workplans <ul style="list-style-type: none"> phases <ul style="list-style-type: none"> pre-production production post-production tasks activities workflow timescales milestones contingencies resources <ul style="list-style-type: none"> hardware people software 	To include: <ul style="list-style-type: none"> The purpose of work planning Know the components of workplans The role of workplan components in work planning The advantages of using workplans How workplans are used to manage time, tasks, activities and resources for individuals and large teams

3.2 Documents used to support ideas generation	
Content	Notes on breadth and depth required
3.21 – Mind map <ul style="list-style-type: none"> digital hand drawn 3.22 – Mood board <ul style="list-style-type: none"> digital hand drawn 	To include: <ul style="list-style-type: none"> Know the purpose of each document Know the components and conventions of each document Know the hardware and software used to create each document Know the users of each document When each document is appropriate for use What makes each document effective How to improve the effectiveness of documents for users in given contexts Does not include: <ul style="list-style-type: none"> Creating documents from scratch

3.2 Documents used to design and plan media products	
Content	Notes on breadth and depth required
3.31 – Asset log 3.32 – Flow chart 3.33 – Script 3.34 – Storyboard 3.35 – Visualisation diagram 3.36 – Wireframe layout	<p>To include:</p> <ul style="list-style-type: none"> • Know the purpose of each document • Know the components and conventions of each document • Know the hardware and software used to create each document • Know the users of each document • When each document is appropriate for use • What makes each document effective • How to improve the effectiveness of documents for users in given contexts <p>Does not include:</p> <ul style="list-style-type: none"> • Creating documents from scratch

Note: I put **section 3.4 (legal issues)** in its own section because I find it easier to do that