The Hopton Tourist Board wants to make a video to use to promote Hopton.

(a) A mind map has been produced digitally using an online tool. The project manager needs to email the final mind map to the other members of the production team.

Identify the **most** suitable file format to use for the final mind map so that it can be emailed.

[1 mark]

One from: PDF, JPG, PNG. Accept Word format (doc) or image file

(b) A storyboard has been produced for the video. This has been produced as a series of hand drawn sketches.

(i) Describe how the physical storyboard could be converted to a digital version

[2 marks]

Either: take a photo with a digital camera or scan it

(ii) Identify the most suitable file format to save the final storyboard as so that it can be viewed by members of the production team

[1 mark]

One from: PDF, JPG, PNG. Accept image file.

(c) A first draft of a script has been produced. It will be edited by different members of the pre-production team

(i) State **one** way that the script could be named to keep track of its different edits

[1 mark]

Using version control [1] (or description of version control). Accept example: scriptv1 etc…

(ii) Identify the **most** suitable file format to save the script as while it is being edited. Explain why this is the most suitable file format.

[3 marks]

File format: Word (doc), office, google docs etc…[1]

Justification: Idea of allowing editing [1] but still being able to transfer it from user to user [1]

(d) The final video will be produced as a DVD to play in the tourist board office. A version also needs to be produced that can be embedded in the Hopton Tourist Board website.

Identify the **most** suitable file format for each version of the final video. Explain the reasons for your choices.

[4 marks]

DVD version file format: AVI or similar file type [1]

Online version file format: MP4 or similar file type [1]

Justification: Online version smaller file size [1] so streams quicker [1] dvd version larger file size [1] but higher quality [1] because file size doesn't matter [1] etc…

(e) The project manager needs to keep copies of all the electronic files associated with the project.

Explain how she should organise the files effectively.

[2 marks]

Ideas such as: clear file naming [1], version control [1], using folders [1] – accept examples

Total marks: 14