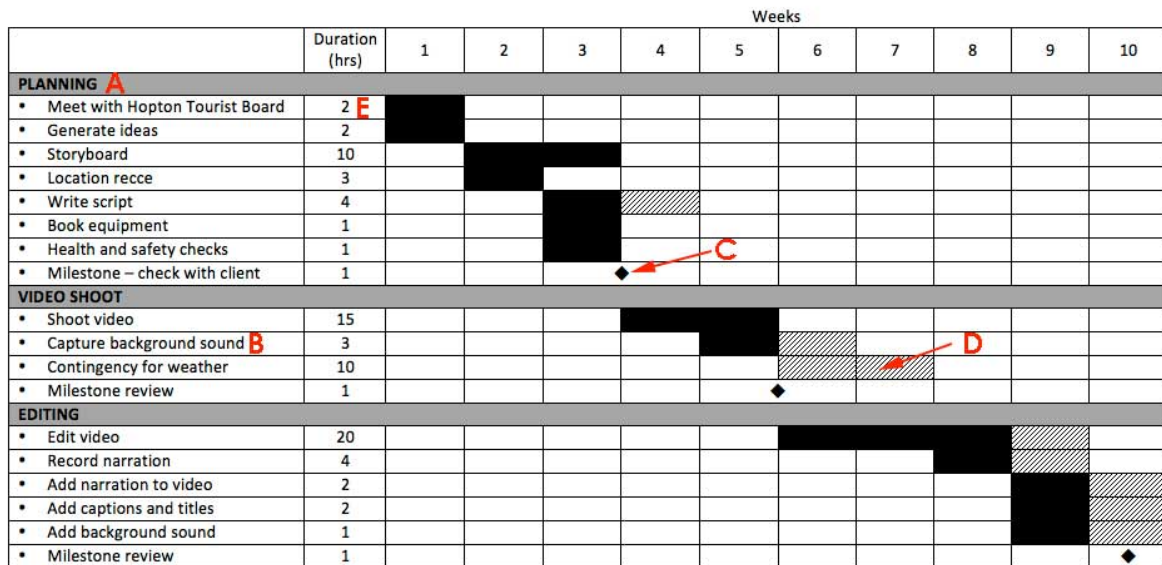The Hopton Tourist Board wants to make a video to use to promote Hopton.

A work plan has been created. This is shown in Figure 1.

Figure 1

Visit Hopton Video Project – work plan

	Duration (hrs)	1	2	3	4	5	6	7	8	9	10
						Weeks					
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			◆	C						
VIDEO SHOOT											
• Shoot video	15										
• Capture background sound B	3										
• Contingency for weather	10							D			
• 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										◆

(a) Using **Figure 1**, complete the table below to identify the different parts of the work plan.

[5 marks]

Item	Letter (A, B, C, D or E)
Activities	**B**
Contingency	**D**
Timescale	**E**
Task	**A**
Milestone	**C**

(b) Identify **one** other item that might appear on a work plan.

[1 mark]

Any from: title, resources, dates, costs/budget, staff, project duration

(c) Explain the purpose of milestones in a work plan for the Hopton Tourist Board video project.

[2 marks]

Two marks – look for one developed point.
For example:
- identify key points at the end of a stage [1] to help track deadlines [1] or to allow the project to be reviewed [1]
- key points when tasks [1] needs to be completed by [1]

Total marks: 8