

## Multimedia Project Planning Worksheet

	<b>Name / Group:</b> <b>Members:</b>		
<b>NO.</b>	<b>Class:</b>	<b>Professor:</b>	
1.	<b>Project Name:</b>		
2.	<b>Project Start Date:</b>		
	<b>Project Completion date:</b>		
3.	<b>Deliverable Project Media:</b>	<b>CD, DVD, Web, Flash, Power Point, Producer</b> <i>(Circle all that apply)</i>	
4.	<b>Project Description / Idea:</b>	          	
5.	<b>Project Audience:</b>		
6.	<b>Script:</b>		
7.	<b>Restrictions:</b>		
8.	<b>Support Requirements</b> (supplies, equipment, Release forms, etc.)	<input type="checkbox"/> Camera (Video or Still? _____) <input type="checkbox"/> Tripod <input type="checkbox"/> Release Forms <input type="checkbox"/> Video Edit Deck (while in Studio M)  <b>Items not supplied by Studio M:</b> <ul style="list-style-type: none"> <li>• Mini DV video tape</li> <li>• Stock Footage</li> </ul>	
9.	<b>Software Utilized:</b>	<input type="checkbox"/> Audio <input type="checkbox"/> Graphics <input type="checkbox"/> Photo <input type="checkbox"/> Video <input type="checkbox"/> Other	    
		Will support be required for any software? Y / N If yes, which ones?	

Project Reminders:

- Plan out video shoots (script) to save time and media.
- The amount of video shot (in time units) is the amount of time needed to capture footage onto the computer (e.g. – 10 minutes of video will take 10 minutes to capture).
- Digital production is non-linear. You do not have to film your piece in the order it is to occur in the presentation. Schedule your shots based on location and timed access restrictions.
- Scripted sequences may result in less editing time. Plan at least 3 hours to devote to editing your video (depending on length) also keep in mind the time it will take for software instruction if needed.
- Once your video has been edited together, you will need to render the video out as one file segment with the appropriate dimensions for your project. Depending on video length dimensions, rendering can take anywhere from 10 minutes to 10 hours. Do not wait until the last minute to finalize your projects; you may not be able to gain enough access time in studio M to complete your video by its due date.

