

CUFPOP03A Compile a production schedule

This unit describes the skills and knowledge required to plan and compile a production schedule which identifies all required resources and timelines for the completion of all stages of a production within the cultural industries.

Element	Performance criteria
1 Identify the resources required to meet the creative brief	<ul style="list-style-type: none">1.1 Analyse and interpret the production brief to identify the resources required for each stage in the production process1.2 Consult with all departments involved in the production to clarify and confirm their requirements1.3 Confirm that the estimates of the required resources are justifiable in terms of the needs of the production1.4 Ensure calculations of quantities are correct1.5 Conduct discussions with departments in a manner which promotes positive working relationships, ensuring compromises to requests are reached to the satisfaction of all relevant personnel1.6 Ensure the total resources identified are sufficient to meet the needs of the production1.7 Collate and compile information regarding the range of resources, recording it accurately and storing it safely
2 Compile the production schedule	<ul style="list-style-type: none">2.1 Create and appropriate production timeline graphically, ensuring the schedule identifies clearly and accurately the major responsibilities, stages, tasks and target dates required to deliver the production within budget and to deadline2.2 Ensure the schedule clearly and realistically allocates the resources required2.3 Identify and accommodate factors affecting the timing and sequence of tasks within the schedule2.4 Allocate time to each stage of the production that is realistic and sufficient to enable the objectives to be met2.5 Ensure the time allocated enables the efficient use of resources2.6 Identify potential factors which may cause delays to production and develop contingency plans to accommodate potential delays

3 Agree to and distribute the production schedule

- 3.1 Ensure the schedule is accurate, comprehensive and presented clearly
- 3.2 Ensure the schedule clearly specifies timescales and the allocation of resources
- 3.3 Distribute schedule promptly to all relevant personnel
- 3.4 Allow adequate opportunities for relevant personnel to ask questions and seek clarification
- 3.5 Resolve difficulties and/or ambiguities in the understanding or implementation of the schedule as required
- 3.6 Communicate any changes to the schedule promptly to all relevant personnel

Range of variables

Variable

Scope

Resources may include:

- personnel - crew, cast
- equipment
- materials
- facilities

Stages in production process may include:

- pre-production
- production/principle photography
- post-production

Timeline may be produced:

- graphically:
- manually
- by computer generation

Factors affecting scheduling may include:

- continuity
- logistics
- contract agreement and compliance
- legal requirements
- religious and cultural holidays
- climate and weather
- daylight hours
- availability of performers and contributors
- access to venue/location

Factors which may cause delay may include:

- weather
- illness
- equipment failure
- industrial action
- community/local action against factors within production

Communication may include:

- oral
- written
- solving problems
- communication of production needs and changes to appropriate personnel
- liaison with all production personnel
- resolving conflict and cross-cultural mis-communication
- giving and receiving instruction
- making announcements

Relevant personnel may include:

- director
- producer
- production staff
- technical director
- lighting personnel
- sound personnel
- camera personnel
- design personnel
- wardrobe department
- make-up department
- sets and props department
- art and construction department
- special effects department
- other technical staff
- site safety officer
- special effects supervisor
- stunts supervisor
- performers
- cast
- talent
- presenters

Production may include: •
feature films

- documentaries
- short films
- animated productions
- commercials
- filmed events or performances
- music video

- live or pre-recorded television productions of any type:
 - music, drama, comedy, variety, sport, news, current affairs, game shows
 - forums or special events
- live or stage performances
- theatre
- a range of multimedia productions

Evidence guide

Underpinning skills and knowledge

Assessment must include evidence of essential knowledge of, and skills in, the following areas:

- ability to interpret and analyse a creative brief
- ability to interpret and, where necessary, prepare running sheets
- understanding of production usages, process, and potential contingency plans for
- ability to develop timelines and organise a complex range of activities
- ability to make best use of resources
- calculation of quantities and estimation of resources
- sources of information on resources - pricing, availability
- ability to maintain accurate records of estimates
- ability to prepare relevant documentation and production information including different ways of presenting schedules
- knowledge of and ability to apply effective communication techniques, including ability to explain details of schedule to a range of people
- ability to solve problems
- negotiation skills
- understanding the artistic and technical elements of a production
- broad knowledge of technical areas, eg sound, lighting, camera
- knowledge of organisational and legislative occupational health and safety requirements, including maintaining a safe production environment
- managing work effectively to achieve goals and results
- making decisions within responsibility and authority

Linkages to other units	<p>This unit has linkages to the following units and combined training delivery and/or assessment is recommended:</p> <ul style="list-style-type: none"> • CUFPOP02A Breakdown a script • CUSGEN04A Participate in negotiations • CUEFIN1A Develop a budget • CUEFIN2A Manage a budget
Critical aspects of evidence	<p>This unit of competence applies to a range of industry sectors. The focus of assessment will depend on the industry sector. Assessment must be customised to meet the needs of the particular sector in which performance is being assessed.</p> <p>Assessment should only address those variable circumstances, listed in the range of variables statements, which apply to the chosen context.</p> <p>The following evidence is critical to the judgement of competence in this unit:</p> <ul style="list-style-type: none"> • scheduling a range of tasks accurately • using scheduling tools and techniques to organise and prioritise information and a range of tasks and resources • time management • effective verbal and written communication
Method and context of assessment	<p>Assessment of this unit would most effectively be undertaken on the job due to the specific workplace environment requirements. However, assessment of this unit can be undertaken in a closely simulated workplace environment which reproduces all the elements of a production situation. The simulated assessment event should involve all the team members who would normally participate in a cultural industry production.</p> <p>A range of methods to assess the application of essential underpinning knowledge must support this and might include:</p> <ul style="list-style-type: none"> • role play • work samples or simulated workplace activities • oral questioning/interview • projects/reports/logbooks • third party reports and authenticated prior achievements • portfolios of evidence

Resource requirements

This unit requires access to the sources of information needed to prepare a production schedule. There is no specialist equipment required apart from access to a computer and appropriate software.

Key competencies

Level

Collecting, organising and analysing information

3

Communicating ideas and information

2

Planning and organising activities

3

Working with others and in teams

3

Solving problems

3

Using mathematical ideas and techniques

2

Using technology

1