

Control the overall planning of productions

Overview

This Standard involves the overall planning of productions once schedules are in place.

It is about ensuring that appropriate plans and schedules, covering all stages of productions, are produced and agreed. It is also about identifying the people, places, equipment and materials needed.

It involves ensuring that suitable monitoring and reporting systems are in place. It is about identifying factors that may affect the shooting process. These could include contract agreements and compliance with regulations, religious and cultural holidays, cultural differences, the geographical climate and available shooting hours.

This Standard is for production managers.

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Performance criteria

You must be able to:

1. identify the major responsibilities, stages, and tasks required to deliver productions within budget and on schedule
2. work with colleagues and departments to determine the main elements and timescales required to meet creative briefs
3. use production planning methods appropriate for the type of production
4. discuss and agree realistic alternatives and budgetary changes with colleagues, when proposed plans are likely to exceed budget or when departmental requirements exceed artistic or technical limits
5. identify and confirm the most appropriate locations and base for productions
6. identify factors which may cause delays to production activities and develop contingency plans to deal with them
7. confirm with relevant colleagues that production plans are fit for purpose
8. establish monitoring and reporting systems that meet production and organisational requirements
9. store production documentation in line with regulatory and organisational procedures
10. communicate information with all relevant people at appropriate times
11. ensure there are appropriate risk assessments for productions

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Knowledge and understanding

You need to know and understand:

1. what the creative brief is, including the budget, and the proposed delivery date for the production
2. resource requirements, including people, equipment and materials
3. who the investors are
4. where appropriate, the likely impact of overseas filming or shooting on resource requirements
5. sources of information on the current prices of resources, and how to make the best use of available resources
6. how to use production planning packages
7. the main production periods and the activities within them
8. how to work with the locations department to identify the most appropriate locations and base for the production
9. the importance of maintaining accurate records of estimates
10. how to work with other departments in a constructive manner that promotes good working relationships
11. the responsibilities, stages, tasks and target dates required for the production
12. how various factors might affect the timing and sequence of tasks, the availability of performers and contributors
13. how to revise the budget and schedule following technical recces and production meetings where necessary
14. how to create or approve risk assessments for the production
15. the implications of current legislation and regulations covering data protection
16. aspects of productions that require risk assessments and how to create them or approve those carried out by other people

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Developed by Creative Skillset

Version Number 2

Date Approved March 2019

Indicative Review Date March 2022

Validity Current

Status Original

Originating Organisation Screen Skills (formerly Creative Skillset)

Original URN SKSP13

Relevant Occupations Arts, Media and Publishing; Production Coordinator; Production Managers

Suite Production (FILM and TV)

Keywords Television, Film, Planning
