

Overview

This Standard is about ensuring that the workflow delivers the product on time, to Standards and to budget. It should also allow scope for the creativity that post production contributes to a project.

This Standard should apply to anyone who is involved with monitoring workflow for post production.

Performance criteria

You must be able to:

1. develop workflow information and documentation needed by directors, editors and other people involved
2. communicate digital workflow requirements to all those involved using organisational communication channels, ensuring they are clear as to their role and the technical requirements
3. obtain ongoing information on workflows from reliable sources throughout the duration of the project
4. check that workflows continue to handle the format(s) of material that clients produce in an efficient and cost effective way
5. make sure workflows produce file types consistent with the operations required and the various post production outputs needed
6. identify threats to timing, cost and technical standards caused by workflow and make timely adjustments to combat them
7. make changes to workflow that minimise additional costs and delays and respond to production timing changes
8. check that security is maintained for files and other material in line with company requirements at all stages
9. check that workflows allow clients to check progress and make decisions as specified in agreements with clients
10. maintain security of files and other material in line with company requirements

Knowledge and understanding

You need to know and understand:

1. common hardware and software technical workflows
2. computer and data network compatibility
3. function and performance of equipment and software in terms of time and capability
4. principles of standard and non-standard deliverables, file formats, digital interconnectivity and elements of audio and video signals
5. formats used at all stages of workflow and the dependency of one stage on another
6. format and workflow requirements of different types of material coming into edit
7. standards of delivery and expressions of best practice
8. interfaces between stages of the workflow
9. legal and company requirements for security and back up
10. storage capabilities and needs for a project and how to monitor and maintain storage levels
11. how to document and communicate agreed workflow and updates in accessible and clear formats
12. effective ways of communicating with a mixed and changing team
13. health and safety factors of all equipment and the workplace

Monitor post production workflow

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