

Overview

This Standard is about producing production schedules that allow sufficient time for objectives to be met, and for resources to be used efficiently.

It involves making allowances for factors likely to delay the production, and keeping accurate and up to date plans and schedules. These could include contract agreements and compliance with regulations, diversity requirements, religious and cultural holidays, cultural differences, the geographical climate and available shooting hours.

You will need to have a strong understanding of what the Director's vision is and how he or she intends to capture that for the production.

This Standard is for those involved in planning and scheduling a production, including production managers.

Performance criteria

You must be able to:

1. allocate sufficient time to each stage in the production process to enable objectives to be met and for effective use of resources
2. identify major responsibilities and sequence and duration of activities and tasks to deliver productions within budget and on schedule
3. identify and confirm an appropriate geographical base for shooting and production base
4. collaborate with other departments to determine the main elements and timescales required to meet creative briefs
5. use reliable information to check when cast and crew are available for work
6. use appropriate tools to devise shooting schedules
7. develop plans and schedules that take account of factors which are likely to cause delays to production activities
8. make realistic contingency plans to deal with any delays which may arise
9. verify with appropriate people that necessary permissions and clearances have been obtained
10. check that production plans and schedules are accurate and that contain all essential information
11. present clear plans and schedules in appropriate formats
12. distribute plans and schedules to relevant people without delay, encouraging them to identify and express any concerns they have about the feasibility of plans and schedules
13. suggest realistic solutions, when difficulties in implementing plans are identified
14. communicate changes to schedules to all relevant people without delay
15. create or approve appropriate risk assessment documents
16. provide specific requirements and access for those with differing needs
17. confirm that schedules take account of health and safety of cast and crew
18. store production schedules in a secure location in line with legislation and regulations

Knowledge and understanding

You need to know and understand:

1. how to identify information about creative brief and directors' vision including the budget, and the proposed delivery date for the production
2. how to create a production schedule using the appropriate tools
3. how to choose the most appropriate geographical location for the shoot and base for productions
4. the required sequence and likely duration of activities in the different stages of the production process
5. the nature and importance of activities which occur in the different stages of the production process
6. factors that affect the availability of cast and crew including religious or cultural holidays
7. guidelines relating to selecting cast and crew
8. the procedures for collecting data for a production, such as diversity or carbon impact
9. how different production environments, types and scales of production are likely to affect the scheduling of activities
10. the likely impact of overseas filming or shooting on schedules, such as travel times, time differences, climate and shooting hours
11. when permissions and clearances need to be obtained and how to go about obtaining these
12. the types of contingencies that can occur, and how to allow for these in the schedule
13. factors that should be included in a production schedule
14. who should receive copies of the schedule and when
15. the sorts of difficulties that might arise in implementing the schedules, and how these may be resolved
16. who needs to be informed of changes to a schedule
17. how to carry out a risk assessment for the production
18. any special requirements for individual's differing needs and how to communicate these to cast and crew
19. the implications of current legislation and regulations covering Data Protection

Plan and schedule productions

Developed by	Creative Skillset
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Version Number	2
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Date Approved	March 2019
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Indicative Review Date	March 2022
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Validity	Current
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Status	Original
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Originating Organisation	Screen Skills (formerly Creative Skillset)
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Original URN	SKSP12
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Relevant Occupations	Arts, Media and Publishing; Production Coordinator; Production Managers
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Suite	Production (FILM and TV)
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Keywords	Television, Film, Schedule
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