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## Overview

This standard is about maintaining profitability in workflow outputs through keeping schedule and calculating the costs in making changes, solving problems and responding to client requests for extras.

You will also need to understand when it is appropriate to request additional costs or a change order from a client for a particular post production project or for work in a particular market.

This standard is for anyone who is involved in monitoring the profitability of their contributions to projects.

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## Performance criteria

### *You must be able to:*

1. plan your work to meet the cost and time requirements for your part of the workflow
2. clarify uncertainty over what is expected with relevant people
3. maintain your schedule against the agreed schedule
4. consult with relevant colleagues about the impact of problems in your work on cost and agreed schedules
5. assess the impact of possible changes on schedule, budget, profitability and cashflow
6. assess the cost and time implications of any potential changes to the schedule or possible improvements to the product
7. consult with relevant colleagues on areas that are outside your authority
8. achieve a balance between protecting profit margins and reputation, and maintaining strong client relationships when deciding whether to charge for or absorb additional costs
9. collaborate with relevant colleagues to agree on decisions that impact costs, timelines, or the final product
10. maintain security and confidentiality of files and other materials in line with regulatory and organisational requirements

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## Knowledge and understanding

### *You need to know and understand:*

1. the basis of costs, rates, turnover, and profit in the specific project
2. cashflow and its likely impact at the present state of the business
3. performance and time demand of different stages of the workflow for a project
4. abilities and ways of working with the different contributors to a project
5. technical requirements and limitations of the project and the facilities
6. how to identify changes in the production and post production workflow that could make savings in terms of cost and environmental impact
7. risks within the project and its workflow and how to mitigate them
8. ways of improving quality and speed of delivery
9. how to discuss clients' problems with product or workflow
10. reasons for changes to schedules or deliverables, including task-related issues, additional requests from clients or colleagues, and potential product improvements identified
11. how to weigh the costs and benefits of unplanned changes to a project
12. regulatory and organisational requirements for confidentiality storage, back up and security of files and other materials

SKSPP4

Monitor profitability of workflow outputs for a post production project



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