Manage the delivery of sound requirements

Overview

This Standard is about managing the delivery of sound requirements as specified in the sound production plan. It involves estimating resource requirements, allocating work, monitoring progress and reporting to decision makers. It includes evaluating overall effectiveness and making any amendments required in response to alterations to the brief.

This Standard could apply to anyone who is involved in managing the delivery of sound requirements.

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Performance criteria

You must be able to:

1. identify any health and safety implications of sound production plans against health and safety requirements
2. make assessments of the scale of productions which are accurate enough to allow realistic estimates of resource requirements to be made
3. allocate work which make best use of individuals' skills to meet production requirements
4. use reliable information to analyse the impact of alterations to creative briefs on sound production plans, amending them when appropriate
5. record any changes to sound production plans in appropriate formats
6. make realistic suggestions for improving the use of resources to relevant people
7. inform those affected when there are variations from original time estimates, giving them sufficient time to adapt their work to the change
8. collect reliable information to assess progress against sound production plans
9. report progress against sound production plans at times required by decision makers
10. suggest realistic ways to overcome any difficulties posed by the nature of working parameters to relevant people
11. use reliable information to judge overall effectiveness of sound production plans in meeting production requirements
12. keep accurate records of aspects of sound production plans that can be improved on future productions

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Knowledge and understanding

You need to know and understand:

1. how to interpret the creative brief and its technical implications
2. what the working parameters are, and sources of information about them
3. the artistic, technical, operational, and budgetary requirements of the creative brief
4. precedents for meeting the brief, their features, advantages and disadvantages
5. where to obtain details of the sound production plan you are working with
6. the health and safety requirements relating to the implementation of sound production plans
7. how to assess the scale of the production and estimate resource requirements reliably and realistically
8. how to estimate time required for the completion of tasks within the sound production plan
9. the type and availability of equipment and facilities required
10. how to allocate work to match skills with production needs
11. information to collect to monitor progress and ways to obtain it
12. who needs to be informed about variations to estimates and contents of plans
13. how to judge the effectiveness of, and improvements to, sound production plans
14. formats for recording production information

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