

Develop production workflow

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**Overview**

This standard is about exploring and specifying the production workflow and ensuring it stays relevant throughout production and post production. It includes identifying technical quality and delivery requirements from broadcasters/clients/end users, seeking input from those involved in production and post production and specifying and agreeing the workflow that will follow compatible formats and allow for minimal transcoding.

This standard should apply to anyone who is involved with developing workflow for a production

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**Performance criteria***You must be able to:*

1. identify technical quality, delivery, content security and budget requirements from relevant people
2. seek input from those involved in production and post production as to workflow requirements and their impact on end results before workflow is finalised
3. identify optimum formats for the workflow at all stages of production
4. create workflow that follows compatible formats and allows for minimal transcoding
5. agree system, folder/file hierarchies and naming conventions when required that will achieve version control
6. establish communication methods for the workflow
7. perform end to end tests to check that the workflow will produce deliverables that meet both quality and budgetary requirements
8. assess risks associated with the production workflow and specify how to mitigate them to achieve business continuity
9. check the required formats for media capture with camera and sound
10. identify and advise appropriate people when camera and sound acquisition choices exceed budget or will not meet quality requirements
11. develop workflow information and documentation needed by directors, editors and the other people involved
12. communicate workflow requirements to all those involved using organisational communication channels
13. check that the workflow remains fit for purpose at key stages of production and post production

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### Knowledge and understanding

*You need to know and understand:*

1. how the production workflow can affect the quality of deliverables and the cost of production
2. workflow requirements and where to obtain information on them
3. relevant technical standards relating to shooting rates/frame rates, interlace or progressive scanning, shooting aspect ratio/resolution and intended release ratio/camera
4. relevant standards relating to sound including audio formats, sample rates, bit depth, file format
5. the reasons that people use different formats
6. the budget for the work, what can be delivered within budget and how this affects choices regarding production workflow
7. the quality and other implications of different codecs and compression rates
8. which processes remove metadata, the implications for this on production outputs and how to manage metadata through the workflow
9. how to identify the technical quality and delivery requirements from clients/broadcasters/end users
10. the final deliverable of the workflow including the software that will be used for viewing
11. the compatibilities and formats required and how to manage the variables and problems that can be caused by repeated transcoding
12. the system and naming conventions to use to ensure version control
13. how to choose shooting and recording methods appropriate to the final deliverable
14. the people involved in production and their expectations for media formats
15. the formats of media required for different stages of production
16. where to seek information about technical aspects of which you are unclear
17. the importance of balancing the technical requirements of those involved in production with the wishes of clients/broadcasters/end users
18. lines of reporting and responsibility for the workflow at all stages of production
19. organisational procedures relating to security of assets
20. how to store and back up assets and workflow plans and associated records including over multiple sites
21. disaster recovery protocols and their purpose

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