Unit Title: Production Management for the Games, Animation and VFX Industries

Unit Level: Three
Guided Learning Hours: 140
Ofqual Unit Reference Number: K/507/3219
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Unit Sector: 9.3 Media and Communication

Unit Overview
This unit will support learners to understand the importance that proper planning has in the production process. Using an industry related brief, they will plan the requirements for its production including team roles, time lines, materials, equipment, facilities, external contributors, constraints, finance, risk assessment etc. They will learn how to use industry standard documentation in the planning process and how identify constraints and risks to a production and its crew. The unit will provide the opportunity to prepare for work in the industry by supporting the development of skills in project management and pre-production evaluation.

Learning Outcomes
The learner will:
- PM 1 Understand pre and post production processes
- PM 2 Plan the provision of requirements for a specific production
- PM 3 Be able to co-ordinate a production process
- PM 4 Know how to complete industry standard documentation
- PM 5 Know how to organise and schedule post production activities

Indicative Content
- Types of productions e.g.: VFX for TV & film; AAA game production; creation of advertisements.
- Job roles, assets (digital and physical) and procedures which are used in the industry, where they fit in, where they are used and at what stage they are used in the production process, from inception to final product.
- Industry standard pre-production techniques and principles applicable to each aspect of the production pipeline.
- Producing work to a commercial brief - how to break the brief down into related areas of production and post-production which can be organised into a sequence of events so that an efficient pipeline can be constructed and maintained for the duration of the production.
- How to carry out a systematic investigation into the requirements for a production. Making informed decisions on what information, documentation and data are required for thorough and detailed pre-production to happen.
- Budgetary requirements; staffing roles and levels; required digital media assets and efficient non-linear scheduling for specific areas of production.
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- Assessing risk in various environments such as on location; office; studio and vehicles and the legal implications of both thorough and incomplete risk assessments. Legislation and best practice as outlined by current Health and Safety regulatory bodies.
- Industry standard software tools and essential documents e.g budgeting software; storyboards; animatics; production schedules and Gantt charts.
- Organising and compiling the pre-production paperwork for a supplied brief.
- Constructing a production schedule using relevant documentation.
- How non-linear sequencing of production and post-production activities with regard to the finished project can be used to optimise the project pipeline as a whole.
- Identifying, organising and scheduling post production activities.

Assessment
This unit is assessed using the following assessment methods:
- Synoptic Project (Assessment Pack)
- Reflective Blog 2 (Assessment Pack)
- Showcase Portfolio (Assessment Pack)

See the assessment section of the qualification specification and Assessment Pack for full details on the assessment.

Delivery
This unit is closely aligned with Business and Common Working Practice in the Games, Animation and VFX Industries module:

The pre-production process in relation to production and post-production
This first section of this unit involves teaching the general area of pre-production as it pertains to the Games, Animation and VFX industry as a whole. It is essential that the learner understands that industry standard pre-production techniques and principles should be applied to every aspect of the production. In that context, this theory section should impart the knowledge of how to relate a thorough and efficient management process to production and post-production.

Mainly by lectures, the learner will gain knowledge about the various types of productions that they may come across in their future career e.g. VFX for TV & Film; AAA Game production; creation of advertisements. They should be given the opportunity to learn about a wide range of job roles, assets (digital and physical) and procedures which are used in the industry, where they fit in, where they are used and at what stage they are used in the production process, from inception to final product.

Industry standard software tools and essential documents should be introduced including budgeting software; use of storyboards; animatics; production schedules and Gantt charts.
Learners should be encouraged to understand how thorough and detailed pre-production planning is a time and money saver in the long run.

**Planning the provision of requirements for a specific production**
This section is designed to teach pre-production as applied to a specific industry brief. Learners should be taught how to break the brief down into related areas of production and post-production which can be organised into a sequence of events so that an efficient pipeline can be constructed and maintained for the duration of the production.

Through lectures, guided research and workshops, learners should be taught how to carry out a systematic investigation into the requirements for their production. The intention is to enable them to make informed decisions on what information, documentation and data are required for thorough and detailed pre-production to happen.

The teaching of this part of the unit should blend theory with guided research, dry run workshop(s) and final workshop(s) relating to the live brief. The Learner will acquire the skills necessary to make informed decisions on, for example; budgetary requirements; Staffing roles and levels; required digital media assets and efficient non-linear scheduling for specific areas of production.

**Risk assessment**
Learners need to know how to assess risk in various environments such as on location; office; studio and vehicles. Not only do they need risk assessments to avoid harm coming to either the crew or the project, they also need to understand the legal implications of both thorough and incomplete risk assessments. This information should be delivered by lectures/activities on legislation and best practice as outlined by current Health and Safety regulatory bodies. The learner should be guided through the identification of risk process in different areas of physical production space. Supported by this information the Learner can then be guided through the risk assessment procedure itself for test cases.

Supported by previous lectures and workshops in this unit, the Learner will already have documented the activities proposed for a specific production. This section will help the Learner gain an ability to construct and/or acquire proper risk assessment skills and documentation using the aforementioned list of activities, thus enabling them to make informed decisions on the risk category that these activities carry during the specific production.

**Co-ordinating a pre-production process**
This section deals with organising and compiling the pre-production paperwork for the supplied brief. Supported by information and knowledge from technical/production units the learner will already have some of the information necessary to construct a production schedule and other relevant documentation.
Learners should be taught how non-linear sequencing of production and post-production activities with regard to the finished project can be used to optimise the project pipeline as a whole.

**Resources**
Learners must have access to:
- Office software
- Pre-production software (suggestions outlined above)
- Risk Assessment software (suggestions outlined above)
- Meeting room (or another suitable area not in classroom)
- Access to technical/production areas