

Unit 4 Success Criteria

Revision Checklist

Learning Aim A:

Task: You must research the pre-production requirements, procedures and documentation relating to a range of digital media products. Use your findings to compile a report that evaluates the extent to which these factors contribute to the overall success of the planning and delivery of these products.

In order to complete this task you should analyse how the following factors contribute to the planning and delivery of different media products and use your research to justify your conclusions:

- the pre-production requirements; in particular you should consider factors including the requirements and sources of finance for the products, logistical considerations such as deadlines, resources and regulatory requirements, and the impact these factors have on each other.
- the established industry formats used within the pre-production processes
- the functions of pre-production processes, reasons for undertaking them and impact they have had.
- the purposes of pre-production documentation

To achieve <u>Pass</u> grade:	Done?
<ul style="list-style-type: none">• Explain the requirements of finance, logistics and adherence to codes of practice and regulation for planning and delivering a specific media product.	
<ul style="list-style-type: none">• Explain the documentation, formats and functions of pre-production processes for a specific digital media product	
To achieve <u>Merit</u> grade (along with the above):	
<ul style="list-style-type: none">• Analyse the requirements of finance, logistics and adherence to codes of practice and regulation for planning and delivering one type of specific media product	
<ul style="list-style-type: none">• Analyse the pre-production documentation and format and function of pre-production processes used for the planning and delivery of a specific digital media product	
To achieve <u>Distinction</u> grade (along with the above):	
<ul style="list-style-type: none">• Evaluate the extent to which pre-production requirements, processes and documentation contributes to the success of planning and delivering a specific digital media product	

Learning Aim B and C:

Task: Complete the pre-production requirements relevant to the specific sector that your media product belongs to. This will include:

- sourcing personnel and resources
- preparing budgets, costs and schedules
- health and safety documentation
- legal/ethical considerations
- risk assessing the project.

Document your pre-production work in a comprehensive and systematically organised portfolio. You will need to decide upon:

- the format for the portfolio e.g. electronic format or hard copy documentation as appropriate.
- the contents of the portfolio, and how these are presented
- how to maintain the portfolio

To achieve <u>Pass</u> grade:	Done?
<ul style="list-style-type: none">• Apply pre-production procedures competently to prepare for completion of pre-production tasks.	
<ul style="list-style-type: none">• Carry out pre-production requirements appropriately for a specific media sector.	
<ul style="list-style-type: none">• Produce a pre-production portfolio in an appropriate format to enable the planning and delivery of a specific digital media product	
To achieve <u>Merit</u> grade (along with the above):	
<ul style="list-style-type: none">• Manage pre-production procedures and requirements effectively for a specific media sector.	
<ul style="list-style-type: none">• Produce and maintain an organised and systematic pre-production portfolio to enable effective planning and delivery of a specific digital media product	
To achieve <u>Distinction</u> grade (along with the above):	
<ul style="list-style-type: none">• Manage pre-production procedures consistently to produce comprehensive pre-production planning material, showing professional practice throughout.	

Learning Aim D:

Task: Reviewing your project management, evaluate the success of the different activities undertaken and discuss specific examples of how effectively they impacted upon the planning and pre-production of your digital media production.

You must consider the project management of logistics, finance, creative processes, and factors such as how well you maintained the documentation, minimised risks and complied with regulatory issues.

You should also consider how you managed any problems or difficulties that occurred during the project. You should draw conclusions to identify ways in which the project management processes used may be improved upon in future productions

To achieve <u>Pass</u> grade:	Done?
<ul style="list-style-type: none">Explain how logistics, finance and the creative processes were project managed during pre-production	
To achieve <u>Merit</u> grade (along with the above):	
<ul style="list-style-type: none">Analyse the project management of your media product with reference to specific elements of pre-production.	
To achieve <u>Distinction</u> grade (along with the above):	
<ul style="list-style-type: none">Evaluate the effectiveness of the project management, referring to its impact on pre-production	