Project Calendar Assignment

Production Company Name:

Group Member Names:

1. Print a calendar of the next 4 weeks.
2. Look at the calendar with your production team and assign dates for when each major task will be finished.
3. Below are listed the major tasks and approximate time that should take.
4. Brainstorming – 2 days
5. Write script 3-5 days
6. Storyboard 3-5 days
7. Recording – 3 days
8. Editing 5-7 days
9. Give each member a copy
10. Place in project folder

Smaller items like journal entries and forms can be done in 1 day and do not need to be included on your calendar.