<u>Unit 5 – Assignment 3 Working to a professional brief.</u>

In this document, I am going to be comparing two different assignments from Unit 33 and Unit 4. I will talk about Unit 4 as this was the unit that I worked on in September when I started in the year. I will also talk about unit 33 as I worked on this about half way through the year. I can then compare in the improvement over time as well.

For all of my work and for you to find some information: http://alexparkercm.weebly.com/

<u>Plan</u>

Preparing plans to meet requirements

For Unit 33 I needed to know when the deadline was and for when all the documentations were supposed to be handed in. I used an ILP for this job. An ILP is an acronym for an Individual Learning

Plan and this was the source of how I was able to get the work done on time and so see how much work I needed to do in between lessons. As you can see from my ILP I wasn't in some of the lessons due to being ill or being at a hospital appointment. However, this is the case I did still meet the deadline. This is because I did work at home and at the weekend so that on the Monday I could have time to hand it in without too much stress.

I could have used Milestone reviews to do this job as well as a ILP, but the milestone review is more of a long term keep track document. I also could have used a diary but a diray is a document that is used more in a practical part of a assignment.

As you can see from the image on the right I have little goals of where I want to have the work done, this ment that I had the requirments met in this lesson.

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Where as in unit 4 I also needed to know the deadline and for when the documentations were supposed to be handed in. I used an ILP for this job. An ILP is an acronym for an Individual Learning

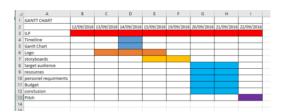
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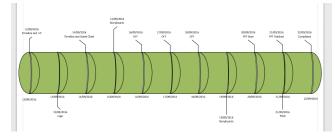
I also used a Gantt chart in this assignment opposed to unit 33. This is a little excel worksheet that has a lot of colour on which section of the work I will be doing in the different lessons. This also gives me a good break down of the items I need to make in the assignment. I think that this is a good thing to use, but I just did not use it as much as I was going to. As you can see, there are also dates on the top of the table as well.

UNIYM 10						O IECT /VI	anaaeme	nt
Week commencing	M1	M3	Tu3	Tu4	W2	W4	Th1	Th2
12/9/16							Intro to Ass 2	Task 2 Proposal as PPT
							Task 2 Proposal as PPT Sources Documen t Session Review In this double session I managed to create the logo and the start of	Session Review I then Carried on doing this in the lesson I will do some more as HWK.
19/9/16	Task 2 Proposal as PPT Session Review In this lesson I did the gpt, and the dope sheets I then did some more at home.	Task 2 Proposal as PPT Session Review In this lesson I was not in as I had a hospital appointm ent.	Task 2 Pitch Session Review Watched Pitches	Task 2 Pitch Session Review Watched pitches	Task 2 Pitch C2B4ME DEADLI NE ASS 2 Session Review Finished and pitched my ideas		the ppt.	

I also made a timeline, which is a visual way of showing the same kind of information like the Gantt chart, this was created in a software called Microsoft Visio and this was hard to understand the first

time when using it, but I made in the end.



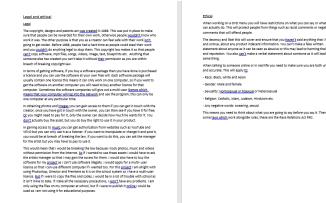


With all of these documents for both of my units, I knew when I had the work done and when I needed to get to the required jobs done. I did not some of the unit's deadlines, although these are not the two that I am talking about in this review. The reason for me missing the deadlines was that I had a medical problem.

Relevant legislation followed

There are some legal and ethical documents that I have made and followed in these units.

For unit 4 I should have had some legal and ethical considerations in a document but I didn't. If I had legal and ethical considerations I would have talked about them, the main ones where that I should have had permission (written) that any actors give consent. If there was anyone in the background as in the public or someone on set that they are cut out or are asked for



the permission. These are the standard rules and guidelines to any filming. If I needed to then I can always say that it is for a college project and that there is not too much too worry about.

Another legal and ethical consideration would be that I would have to music or sounds of my own; there is a problem to this, which is that I am not a musician. So I used a royalty free music website in the end to get the music so I can't be penalised and prosecuted for the music.

I also created a risk assessment before filming so that I knew that if I had some problems with the equipment that I knew how to solve the problems.

ASSESSMENT UNDERTAKEN	: Before the filming has	begun	CARRIED OUT BY: Alex Parker					
POTENTIAL HAZARDS	WHO IS AT RISK?	RISK PROBABILITY	SCALE OF ACTION					
Cars on the road	The actor and the car driver	The hill that we will be filming on might have some cars that can run people over, killing them.	 I will warn the actors and filming crew that they need to look out for the cars, then they need to move out of the way if needed to. 					
Icy Road- slipping over	Everyone involved	When going up and down you need to make sure not to slip over as you can get hurt badly.	Make sure to warn the people to be careful around the area. This might not happen, but it is winter when filming.					
Camera failure	Cameraman	If the camera <u>doesn't</u> record properly or can't get the files.	The whole advert might need to be re-recorded so there is something to show. This may mean I have to pay people more money to film it. I can also check at the end of each recording that has worked.					
Rain- electrical equipment.	The company	If there is rain or even snow then the camera equipment can be damaged, this means that I won't, be able to use it.	If it rains or growg I can do two things, the first thing is put a coat on top of the camera, the second option is to go inside until it stops. This prevents things getting broken.					
Microphone problems	All involved	The microphone doesn't record in the right format.	There might be some crackles or background noise that needs to be cut out.					

This was the same kind of information that I used in Unit 33 although in addition, if needed to I could also pattern and copyright the characters so that no one else can use or create my own characters.

Timescales

Deadlines

The deadlines for Unit 33 was on 2nd Thursday. This deadline according to the ILP and this was met to the deadline. As you can see from the table below which I always filled in.

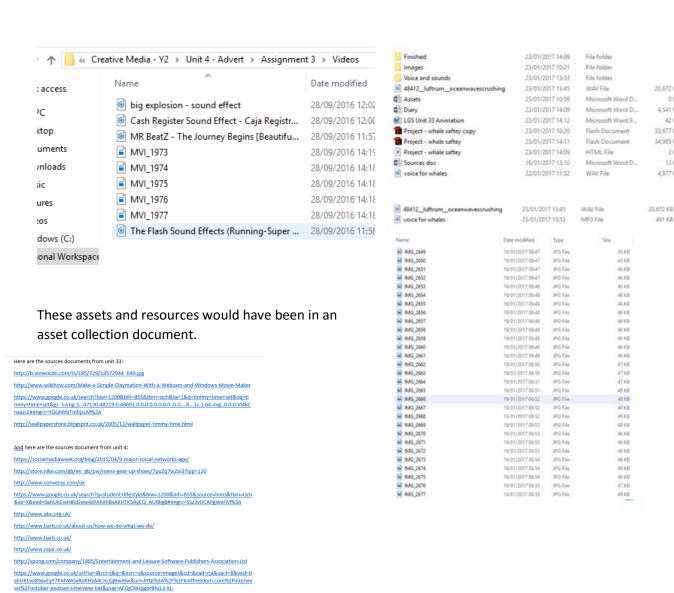
30/1/17 Task 3, 4 & 5 Start Assignment 4 Evaluation completion Evaluation Catchup Create final Create final set Record sound Take photos product product ILP Examples Session Review In this lesson I Task 2 worked on the Design questionnaire evaluation, questionnaire I wasn't needed for this lesson and statistical In this lesson I review. I will work on worked on making the Task 3 Collect doing the evaluation at home and then responses documents and then I printed things out for T can do the the deadline I <u>wasn't</u> in this employer expectations and made sure that everything lesson due to having a driving test, which I was fine. have passed.

Also for the deadline for the unit 4 was on the 5th October and this was met on the next day, although there was a random inset day inserted in the middle so I did get the deadline for this as well.

3/10/16	Task 6	<u>DEADLI</u>	I then	I then	In this	
		NE Ass	did the	did the	lesson I	
	Evaluatio	<mark>3</mark>	evaluatio	evaluatio	printed	
	n of		n and	n and	all of the	
	product	C2B4ME	the	the	work out	
			question	question	and	
	Session	Festival	naire	naire	handed	
	Review		review	review	it in, I	
		Session	and kept	and kept	will also	
		Review	my	my	put on	
	Inset	Inset	things up	things up	weebly.	
	day	dav	to date.	to date.		

Resources and sources

For both of the sources documents were made for the units, they are both are in the sources document and here. The other resources are the things that I needed for the assignment and they are things like the graphics, videos and photos.



Development of projects

http://www.slate.com/content/dam/slate/articles/video/video/2014/10/iph

http://exploreembedded.com/wiki/images/2/22/00 Lpc1768 Timer.jpg

Brainstorms

64c7vyszeLlnZw&ust=1473932751557519

Wikipedia

For Unit 4 I did create a brainstorm and this was the document that I did make, this went over the basic ideas that I had for the advert. This was the only brainstorm that I worked on for the units 33 and 4.

rth the upgrade video/screen shot 20141021 at 11.45.26 am.png.CROP.p

Brainstorming ideas

20,672 KB

0 KB

4.541 KB

34,985 KB

2 KB

13 KB

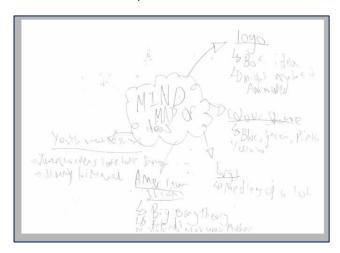
4.977 KB

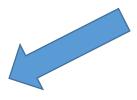
491 KB

42 KB 33,677 KB

Mind-Maps

For both of unit 4 and unit 33 I did not need to create a mind map, this was because this is mainly used for generating ideas. Although I didn't create one in these two units, I did however create one for unit 32 – Tv idents. There is another problem with this document and that is that the document is written in pencil and is hard to see due to the scanner. But it is below





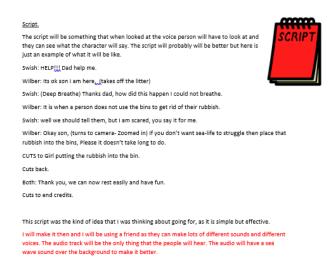
Proposal

A proposal is a document were I would give the necessary information about what I will be doing, what I have done and what I am currently working on. I unfortunately do not have one for unit 4, as there were a lot more other documents that took over the job for me. The proposal for unit 33 is bellow and this is what I have used to upgrade in the red colour.



Script

The script was only officially needed for unit 33 animation unit. This was also one of the units that I have been talking to. In some other units, I have been making a resemblance of something like a script in other units. The script I used for my animation project wasn't very big as the animation was only for 30 seconds and there are some big lines in there. The script that I made was added to the proposal and here it is:



Meet requirements of brief

I did meet the requirements for both of the briefs. They were made so that I could had in. I did have a lot of checklists that helped me know what work I needed to do. Their where a few problems with the animation unit as I did have to update the work so that I have written it in red and this was just to add some more information. The document bellow is my review of how I met the requirements for unit 33. And on the top of the next page there is a document that is for the unit 4 and this just summarizes the outline of weather it is fit for purpose.

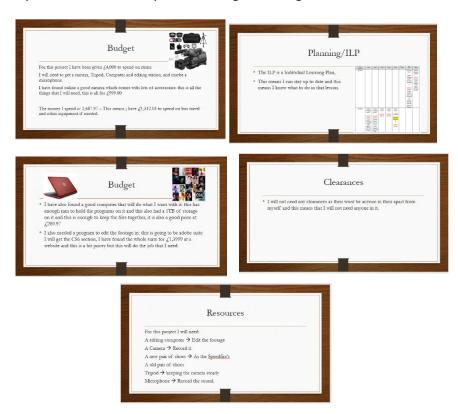




Evaluate against requirements and constraints

For both unit 33 and unit 4 I did create the correct amount of required documents and this isn't too much of a problem. I did also when going through the separate units I did think about the constraints that I could have when producing and creating the work.

For unit 4 I had a PowerPoint presentation that had some of the things I needed to think about that could potentially be a constraint. They are the things like budget, time, clearances, etc.



For unit 33 I didn't really create a constraints document but this is usually the same kind of information that I would have considered when creating the work.

Although this is a box standard constraints document that does explain what there could be as a constraint.

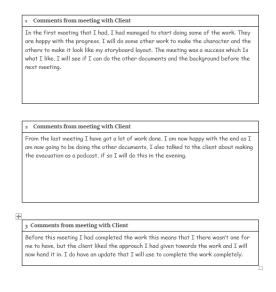


Discussion with the client

I did not have any discussions that were actual important in any of the units 33 and 4.

However this is a client liaison from unit 32 - TV Idents and they are there to talk about something in the lesson and the client can see and use for the progress and this can give a goal of how to get somewhere that you will need to.

Client Liaison Reports



Contact Log PROJECT NAME: THE GRID

Name of contact	Date and time	Reason for contact	Result of contact
LGS	12/12/16	1 st meeting - To discuss initial ideas	Client was OK with my suggestions – gave me some practical ideas
LGS	14/12/16	Client Requirements	Looked at my work.
LGS	15/12/16	Client progress meeting	Finished ending

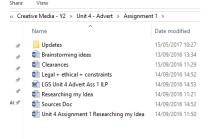
Apply

Pre-production phases

For a pre-production phase for any assignment, you will need to plan and make sure that you have the right and correct information possible for that unit.

For unit 33 I had to create a PowerPoint that explained what I was going to be creating and then I made the characters and the relevant assets for the shoot.



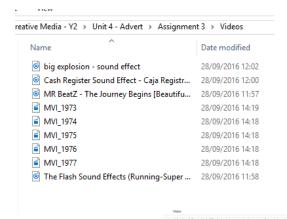


For unit 4 I did the research and the relevant documents that I need for the unit and then I would have got the correct asset and filming equipment for the unit.

Production phases

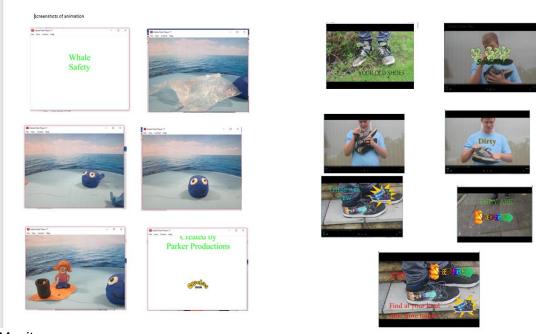
During unit 4, I would have shot the film and then I would have had some time off to do all of this, I then would have made sure that I had kept my ILP up to date. I then would have got everything like the sounds and the voices for the next part, which was relevant for the editing and this is post-production.

During unit 33, I would have shot the film and then I would have had some time off to do all of this, I then would have made sure that I had kept my ILP up to date. I then would have got everything like the sounds and the voices for the next part, which was relevant for the editing and this is post-production. In this case though I only had a limited amount of time as in the lessons there were set times and timelines of when you had to make sure that everything was handed in.



Post-production phases

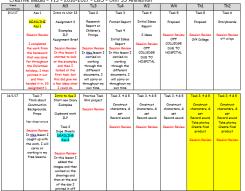
Post-production is when you have to get the desired look that you want and in both cases I had to edit the footage and images together and below is a quick outlook at the images. I have just included the screenshots of the edited footage.



Monitor progress

I monitored the progress with ILP's, diary's, Gannt chart, these are all below. I only included these few however you can see this

on my weebly account.

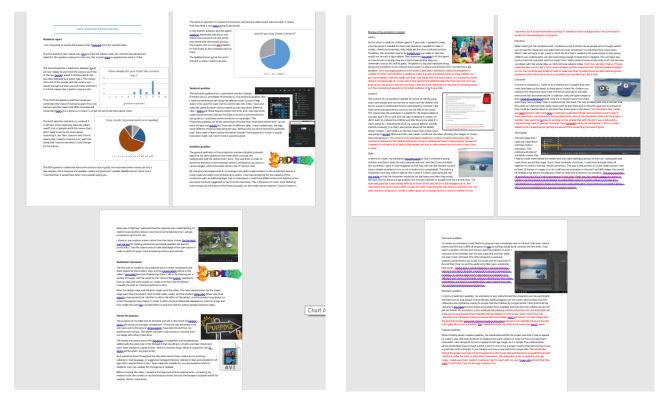


1	A	8	C	D	E	F	G	н	
1	GANTT CHART								
2		12/09/2016	13/09/2016	14/09/2016	15/09/2016	19/09/2016	20/09/2016	21/09/2016	22/09/2016
3	ILP								
4	Timeline								
5	Gantt Chart								
6	Logo								
7	storyboards								
8	target audience								
9	resources								
10	personel requirments								
11	Budget								
12	conclusion								
13	Pitch								
14		21/09/2016	22/09/2016	26/09/2016	27/09/2016	28/09/2016	29/09/2016		
15	Planning report								
16	Management report								
17	Software skills								
18	Collect assets								
19	film								
20	edit								
21	Evaluation								



Reviews

I have also created these reviews from units 33 and unit 4. These are the last things that I usually do for the units, as they are something that you can see a result and they are just something to look at.



For all of my work and for you to find some information: http://alexparkercm.weebly.com/