**Work in Progress Report- Time Management**

* One of the most important things about working on any media project (video, animation, presentation or a website) is time management.
* You will be **evaluated** on your **communication** and results of your **time management** and **work in progress**.
* This document provides a **template** for you to fill in and document your **individual work progress** and outline how you’ve been using **time management ideas**.

**Learning Goals**

This template is focused on your ability to **work in a project based environment** and communicate the **challenges and successes of meeting a deadline.**

**Journalize** your frustrations in trying to create high quality content. Some dramatic and expressive thoughts can make for entertaining reading.

**Planning Notes, Storyboards & Shot Lists**

Any great media production always starts with planning. Make sure you include notes about how you’ve been planning throughout the project.

|  |  |
| --- | --- |
| Description | Due Date |
| Schedule Plan and Release Date | TBA |
| Work in Progress Report 1- Project 1 | TBA |
| Work in Progress Report 2- Project 2 | TBA |
| Work in Progress Report 3- Project 3 | TBA |
| Work in Progress Report 4- Project 4 | TBA |
| Work in Progress Report 5- Summative | TBA |

**Breakdown**

**Initial Plan & Release Date**

You will outline a clear plan with a schedule of how you will successfully release your production by a set date. In other words how do you plan on meeting the deadline?

**Work in Progress Journal**

You will also be keeping a progress journal of the project. In this journal you will be entering your development of the project, as well as frustrations with the process. Do not “retrofit” your journal, and spend the last day filling in a bunch of nonsense for me.

# Work in progress reports

This will be your progress report of how your project has developed. Here, you will summarize your major breakthroughs, major challenges, and modified plans for the future.

* **Initial Plan & Release Date**

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Overview- Log Line

Project Description:

Release Date- Outline Possible Challenges and Solutions:

* **Release Date Plan/ Schedule**
* **Work in Progress Journal- You may use point form or sentences.**

Here, you will show a scheduled plan for completing your project. You will share how you foresee your project developing. The release date plan/ schedule will be like rungs on a ladder that will give you direction with clearly defined progressive goals.

|  |  |  |
| --- | --- | --- |
| **Date** | **Description of Work Completion or Progress** | **Work in Progress Journal**  **Successes & Frustrations** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

* **Work in Progress Report- You may use point form or sentences.**

Major developments/ breakthroughs:

Major Challenges/ setbacks:

Any modifications to your release date plan:

Describe any concepts or technical ideas you needed to refine or adjust:

Describe lessons you’ve learned from this process:

Describe any challenges that you enjoyed in the creation of this project:

**Work in Progress Report- Evaluation**

|  |  |
| --- | --- |
| Criteria | Mark |
| **Breakthroughs:** Total amount of work is evident | /10 |
| **Challenges:** Your lack of breakthroughs are not from lack of effort. You show the many different attempts that did not work. | /10 |
| **Documentation:** Your journal & report is clear. Your documentation clearly shows the progress of your project and demonstrates key things you’ve learned in the process. | /10 |
| **Release Date/ Deadline:** You clearly outlined successes and challenges that either prevented or allowed you to meet the deadline/ release date. | /10 |

**Work in Progress Report- Evaluation**

|  |  |
| --- | --- |
| Criteria | Mark |
| **Breakthroughs:** Total amount of work is evident | /10 |
| **Challenges:** Your lack of breakthroughs are not from lack of effort. You show the many different attempts that did not work. | /10 |
| **Documentation:** Your journal & report is clear. Your documentation clearly shows the progress of your project and demonstrates key things you’ve learned in the process. | /10 |
| **Release Date/ Deadline:** You clearly outlined successes and challenges that either prevented or allowed you to meet the deadline/ release date. | /10 |