

DANCE RESEARCH SERIES

Project Management Plan

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RATIONALE

With the creation of a YouTube video series, comes to need for a successful project management plan. To execute my project management plan, I selected Trello as my preferred project management system. I chose Trello because its user-friendly interface is quite easy to navigate, keeps things simple, and I have used it before for past projects.

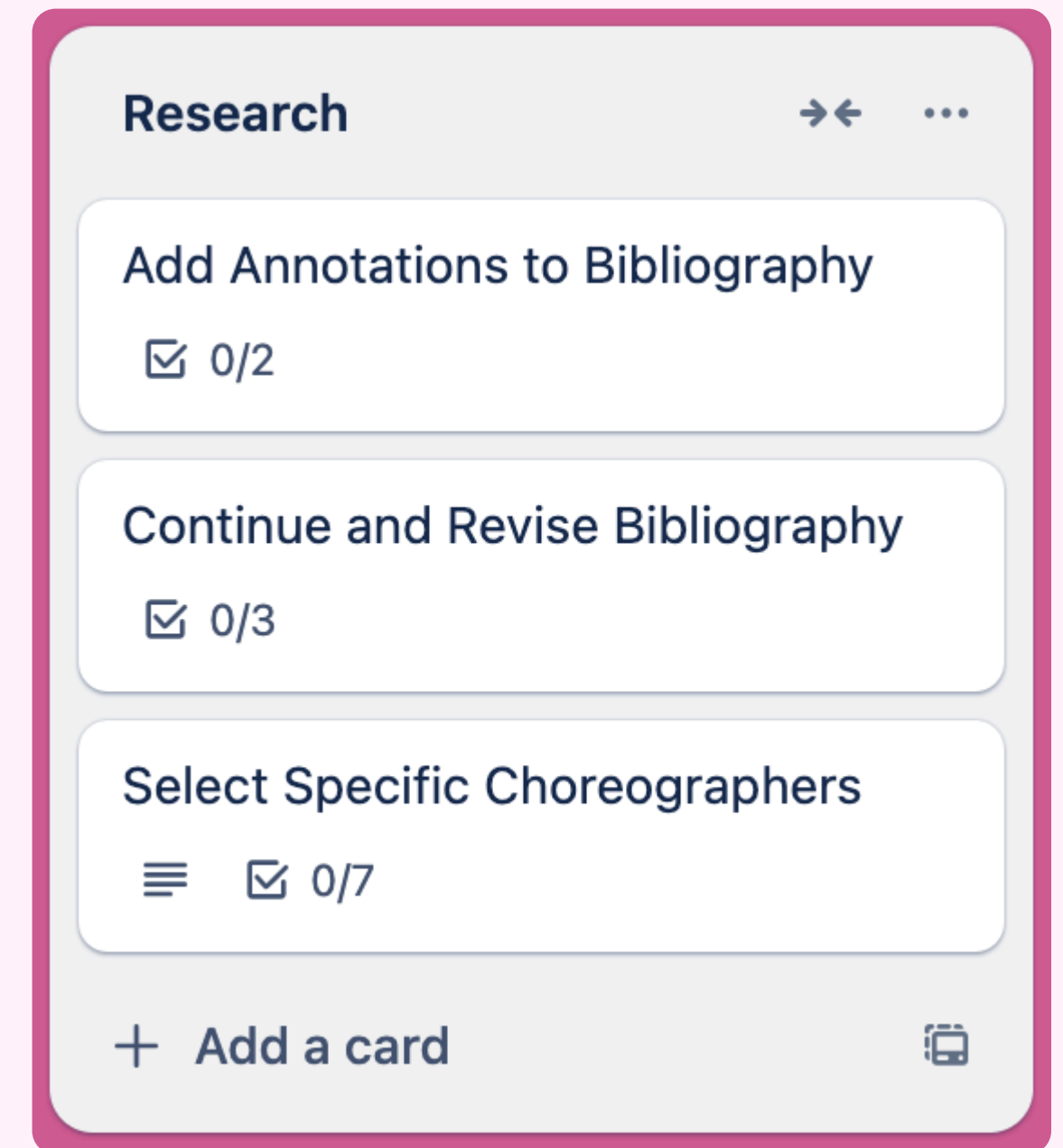
With Trello, I can easily break down each task using checklists, descriptions, and deadlines to keep me on track during each week of my project. Trello also allows my plan to remain flexible as I can easily shift things around if/when needed. Overall, helping me feel less overwhelmed by breaking down the tasks into easier to digest pieces.

THE BREAK DOWN

Because I can create separate lists on Trello, I split up my workload into the following categories:

Research

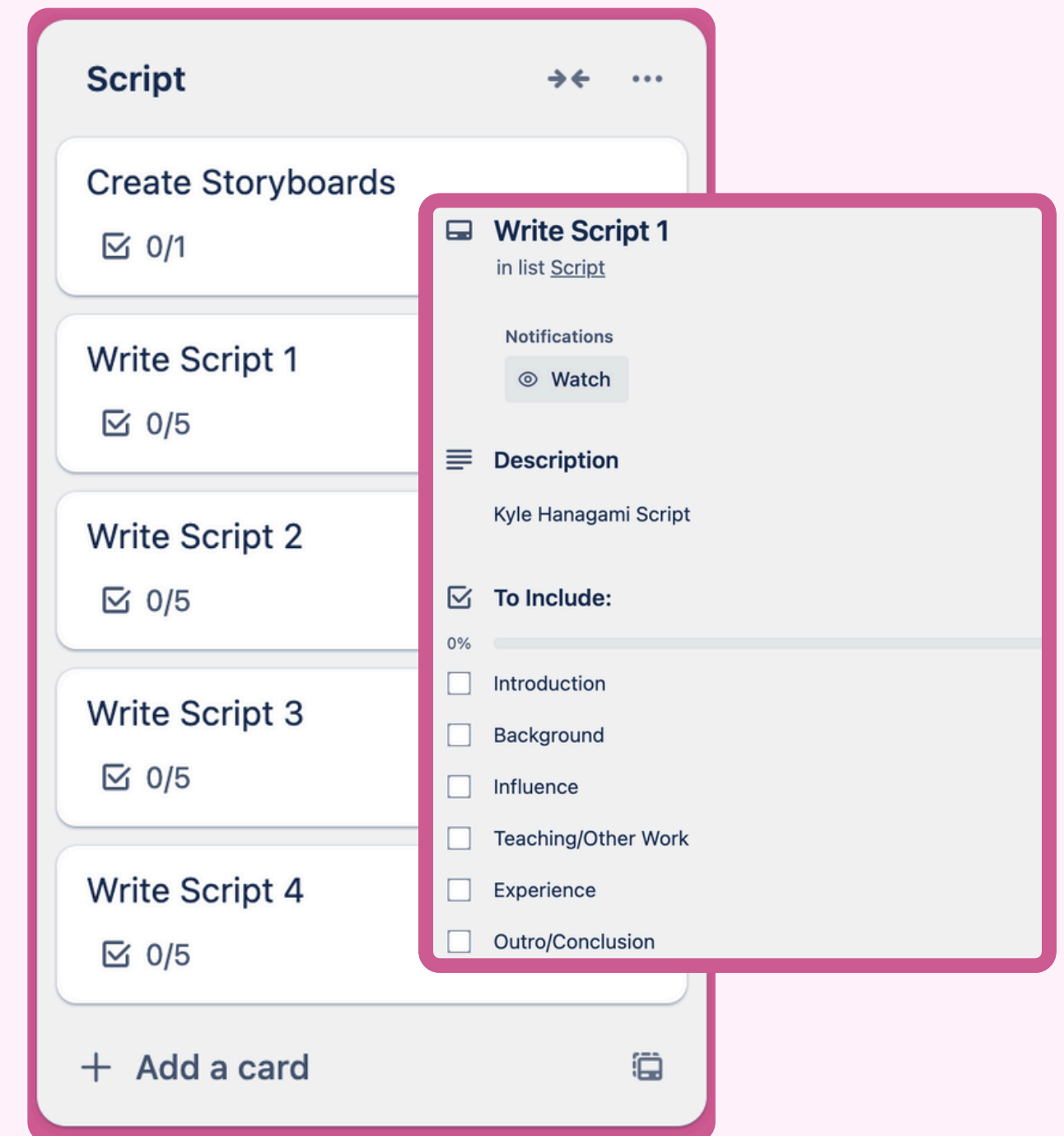
The research component of my project consists of my bibliography, which is a living document that will serve as a place for me to put everything I have learned and research throughout the duration of this project. This also serves as the category for other personal notes for myself such as “Select specific choreographers” as I go through my research I will narrow down to my final focal points of my project.



THE BREAK DOWN

Script

The script is arguably the most important part of creating a successful video. Without a coherent and thoughtful script to go off each video won't have the structure it needs to thrive. Since the script is such a big part of each video, it has its own category, and each task has its own set of checklists to complete. While they may seem a little repetitive between each task, each script needs the same amount of care and attention as the others.



THE BREAK DOWN

Pre-Production

Pre-Production houses all the preparation steps for filming. Pre-Production includes filming locations, production planning, and listing the additional media needed for each video. All the pieces that will set production up for success.

Pre-Production

Select Filming Location

0/4

Collect Additional Images/Videos/Graphics for Carsen Rowe

0/10

Collect Additional Images/Videos/Graphics for Kyle Hanagami

0/10

Collect Additional Images/Videos/Graphics for Intro

0/10

Collect Additional Images/Videos/Graphics for Intro

in list [Pre-Production](#)

Notifications

Watch

Description

Additional media for the video to create an visually engaging experience

Checklist

0%

☐ Baby Photo

☐ Elementary Photo

☐ Middle School Photo

☐ High School Photo

☐ College Photo

☐ Ballet Photo

☐ Nationals Photo

☐ Balanchine Photo

☐ Fosse Photo

☐ Outro Motion Graphic

THE BREAK DOWN

Production

Production puts all work done before this together. Each video has a detailed checklist of tasks to complete in order to successfully record each video.

Production → ← ...

Film Test Footage
☑ 0/2

Film Introduction Video
☑ 0/4

Film Video 3
☑ 0/4

Film Video 2
☑ 0/4

Film Video 1
☑ 0/4

Create Graphics

Go Through Footage

Film Video 1
in list [Production](#)

Notifications
👁 Watch

☰ **Description**
Filming for Kyle Hanagami! Using script 1

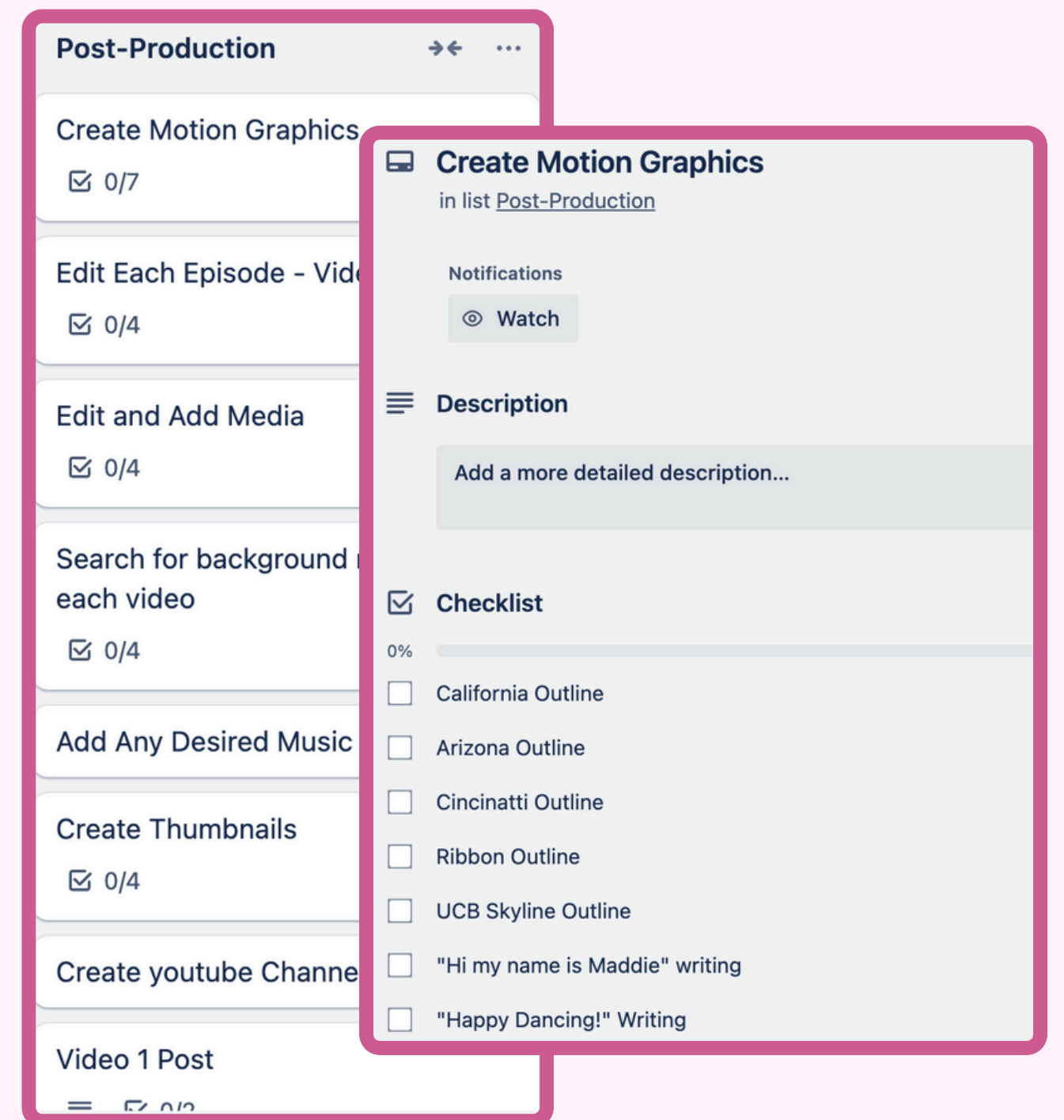
☑ **Checklist**
0%
☐ Outfit Selection
☐ Read through script off camera
☐ Camera Set Up
☐ Script Set Up
☐ Test Footage (for video and audio)
☐ Film Intro
☐ Film Background
☐ Film Experience
☐ Film Outro
☐ Re-do sections if needed

THE BREAK DOWN

Post-Production

Post is where the magic happens. Putting all of the media and footage together to create the final product. This piece will likely take most of the time as editing and creating is always the most meticulous part of a project. This part will also likely have many new tasks added as I learn and grow throughout the process of creating.

I chose these as my main categories because they make up the biggest tasks of my project. By breaking up my project this way, I can ensure nothing slips through the cracks as I move through each week.



ACTION PLAN

While I do have a 7-week timeline in place (with only 5 weeks left moving forward), it is important to note that as time goes on, this project will grow and change, and this production plan will also grow and change with it. The current action plan is to treat each category as its own set of weeks.

Weeks 1-2: Proposal, Project Management, Research, Bibliography

Week 3: Continuing Research and Bibliography, Write One Script Per Day, Finalize Title

Week 4: Additional Research, Pre-Production – Filming Location/Time, Collect Additional Supporting Media, Create Channel Graphics, Set Up Channel

Week 5: Production! - Test Film (check lighting, sounds, visuals), Film All Episodes, Create Graphics, Go Through Footage

Week 6: Post-Production – Edit One Episode Per Day, Create Thumbnails

ACTION PLAN

While this seems like a tall order no matter how you look at it, having a plan in place makes it that much more manageable. In order to keep my project moving forward, each week I will assess what is on each checklist and form a more specific timeline based on the schedule of my week and how much needs to get done.

By setting this as I go, I am better able to manage my workload by thoughtfully building in time where I know I can sit down and work uninterrupted. This will not only prevent me from procrastinating but also reduce the feelings of having too much to do, and too little time to do it in.