**What do I understand? Name: Group:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Knowledge or Skill** | **Element** | **Yes** | **Unsure** | **NO** |
| **Understand the purpose, uses and content of pre-production** |  |  |  |  |
|  | mood boards |  |  |  |
|  | mind maps/spider diagrams |  |  |  |
|  | visualisation diagrams |  |  |  |
|  | storyboards |  |  |  |
|  | scripts |  |  |  |
| **Be able to produce pre-production documents** |  |  |  |  |
|  | mood boards |  |  |  |
|  | mind maps/spider diagrams |  |  |  |
|  | visualisation diagrams |  |  |  |
|  | Analyse a visualisation diagram |  |  |  |
|  | storyboards |  |  |  |
|  | analyse a script |  |  |  |
|  | the properties and limitations of file formats for still images |  |  |  |
|  | the properties and limitations of file formats for audio |  |  |  |
|  | the properties and limitations of file formats for moving images (video/animation) |  |  |  |
|  | suitable naming conventions |  |  |  |
|  | identify appropriate fi le formats needed to produce:○ pre-production documents○ final products in line with client requirements |  |  |  |
|  |  |  |  |  |
| **Be able to plan pre-production** |  |  |  |  |
|  | interpret client requirements |  |  |  |
|  | identify timescales for production based on target audience and end user requirements |  |  |  |
|  | how to conduct and analyse research for a creative digital media product (primary/secondary) sources |  |  |  |
|  | produce a work plan and production schedule |  |  |  |
|  | the importance of identifying the target audience and how they can be categorised |  |  |  |
|  | the hardware, techniques and software used for:○ digitising paper-based documents○ creating electronic pre-production documents |  |  |  |
|  | the health and safety considerations when creating digital media products |  |  |  |
|  | legislation regarding any assets to be sourced |  |  |  |
|  | how legislation applies to creative media production |  |  |  |
|  | How legislation applies to collection, storage and protection of personal data  |  |  |  |
|  | E-Safety – How to safe on-line |  |  |  |
|  | E-Safety – How to report on-line abuse |  |  |  |
| **Be able to review pre-production documents** |  |  |  |  |
|  | review a pre-production document |  |  |  |
|  | identify areas for improvement in a pre-production document |  |  |  |