|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Time** | **Location** | **Task** |
| 18/11/19 | 9:00am | College Media Studio – Edit Room 135 | Finish plan for the new website |
| 21/11/19 | 1:15 to 3:15pm | College Mac Suite and Media Studio Edit Room 135 | Finishing up Task 2. Completeting Survey, Blueprints and Practice Voiceover Recording. Save all of it and make sure its saved for Sam/Paul to find. Also tick off Evidence Checklist. |
| 25/11/19 | 1:15 to 4:30pm  | College Studio Room 135 | Begin Task 3 by following any induvial task being set in order. Aim to have mostly complete all Tasks in 3 by the end of the week 25-29th. |
| 2/12/19 | 1:15pm to 2:00pm | College Media Studio Room 135 | Finish up Task 3 if not fully done.  |
| 2/12/19 | 2:00pm to 4:30pm | College Media Studio Room 135 | Begin to do Task 4. |
| 3/12/19 | 2:15pm to 3:15pm | College Mac Suite | Continue into doing Task 4 |
| 4/12/19 | 9:00am to 3:15pm | College Mac Suite | Finishing Task 4 |
| 5/12/19 | 9:00am to 3:00pm | College Mac Suite and Media Studio 135 | Do Pre-reading and Pre-working before end of day deadline. Go through entire project whole and organize any files on where its saved if necessary. |
| 5/12/19 | 3:00pm to 3:15pm | College Media Studio 135 | Assignment Task 4 finished and ready to hand in. |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Project 2 - Production schedule template

1. Summarise the individual tasks that will need to be carried out so as to successfully complete both your website and a promotional video for it
2. Your deadline is 5/12/19 so you will need to work backwards from there
3. Dates may end up changing, but you need a fairly solid plan to start with……