Work Plans

A work plan is used to **plan** how work is going to be produced.
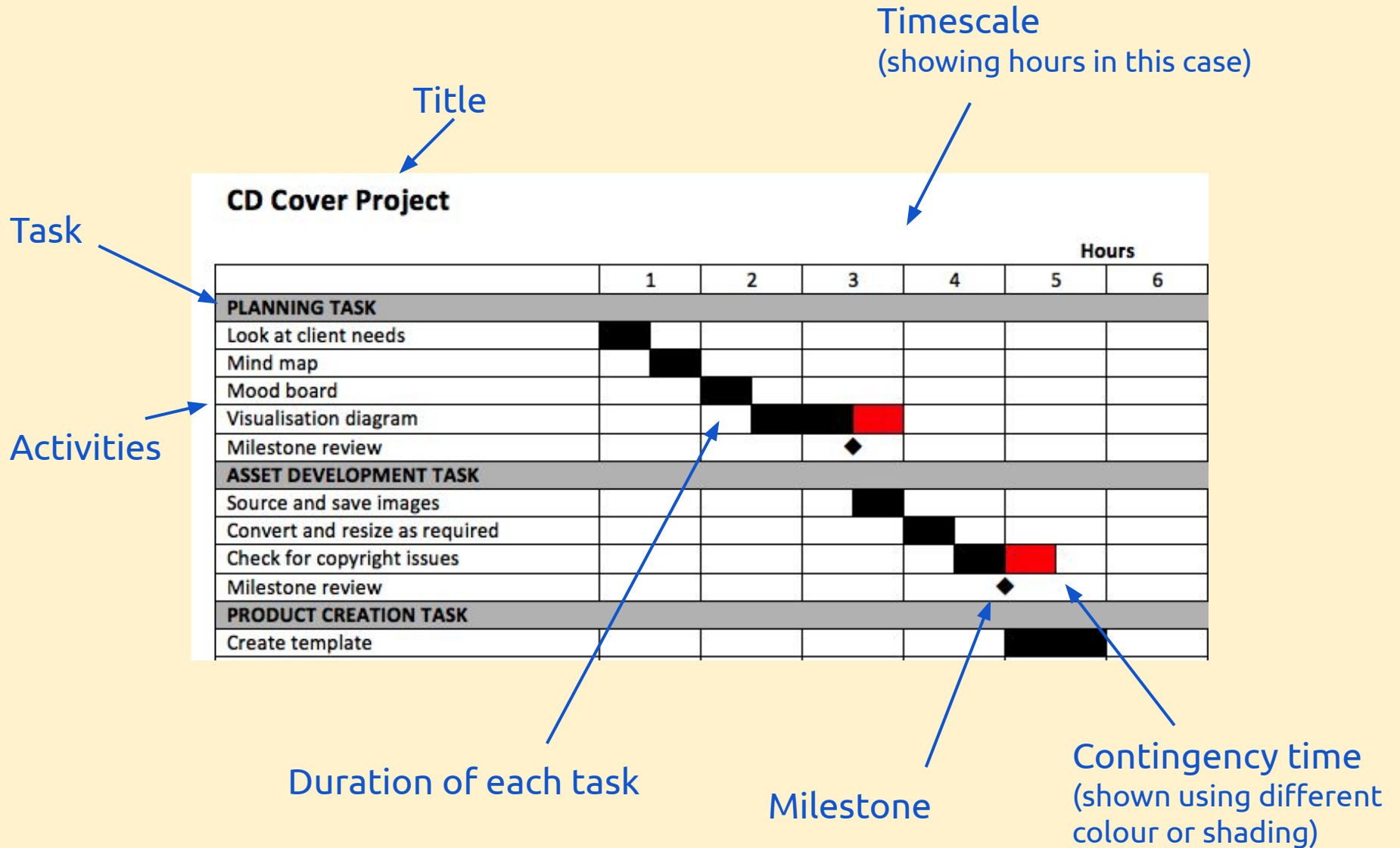
They are made during the **planning stage** of a product's development.

Work Plans

Work plans are used to plan the **order of jobs** that need to be completed to get to the end of a project.

They allow careful planning of **who** will do **what** and **when** each activity will need to be completed by.

They are often used by **project managers**.

Title

Task

Activities

Timescale
(showing hours in this case)

CD Cover Project

	Hours					
	1	2	3	4	5	6
PLANNING TASK						
Look at client needs	■					
Mind map		■				
Mood board			■			
Visualisation diagram			■ ■			
Milestone review			◆			
ASSET DEVELOPMENT TASK						
Source and save images				■		
Convert and resize as required					■	
Check for copyright issues					■ ■	
Milestone review					◆	
PRODUCT CREATION TASK						
Create template					■	

Duration of each task

Milestone

Contingency time
(shown using different colour or shading)

These are the 7 key items you should look for on work plans
(what they mean is on the next slide…)

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Work Plans

CD Cover Project F

		Hours					
		1	2	3	4	5	6
PLANNING TASK							
Look at client needs		■					
Mind map			■				
Mood board				■			
Visualisation diagram				■			
Milestone review				◆			
ASSET DEVELOPMENT TASK							
Source and save images				■			
Convert and resize as required					■		
Check for copyright issues					■	■	
Milestone review					◆		
PRODUCT CREATION TASK							
Create template						■	

A — PLANNING TASK
B — (activities bracket)
C — (timing)
D — Milestone
E — contingency
F — CD Cover Project

Make sure you know the difference between tasks and activities. The examples should help you.

Items work plans include:

- **tasks** - these are the main jobs that need to be completed to get to the end of the project (**A**)
- **activities** - the things that need to be done to complete each task (**B**)
- **timings** - an idea of how long each activity will take to complete (**C**)
- **milestones -** key review points to check progress (**D**)
- **contingencies** - extra time built in to catch up if jobs take longer than expected (**E**)
- **title** - the name of the project (**F**)

There is a video going through these items on YouTube which adds detail and extra items

Work Plans

Reasons for using work plans:

- plan the order of **tasks** to make sure the final deadline is met
- plan what **activities** need to be done to complete each **task**
- make sure **tasks** and **activities** follow on from each other sensibly (**workflow**)
- makes it easier for a project manager to divide up jobs between team members
- makes sure everyone in a team knows what to do and what deadlines there are
- helps the project manager know if everything is on track by using milestones

Work Plans

Workflow is getting tasks and activities in the right order based on things that have already been done.

Visit Hopton Video Project – work plan

	Duration (hrs)	1	2	3	4	5	6	7	8	9	10
PLANNING											
• Meet with Hopton Tourist Board	2	■									
• Generate ideas	2	■									
• Storyboard	10		■	■							
• Location recce	3		■								
• Write script	4			■	▨						
• Book equipment	1			■							
• Health and safety checks	1			■							
• Milestone – check with client	1				◆						
VIDEO SHOOT											
• Shoot video	15				■	■					
• Capture background sound	3						▨				
• Contingency for weather	10					▨	▨				
• Milestone review	1					◆					
EDITING											
• Edit video	20						■	■	■	▨	
• Record narration	4								■		
• Add narration to video	2									■	▨
• Add captions and titles	2									■	▨
• Add background sound	1									■	▨
• Milestone review	1										◆

Weeks

In this example, workflow means editing after video has been shot.

You can't edit before you have any video to edit, so it wouldn't make sense to put the tasks in a different order

In the same way, the storyboard comes before the script, and both come before video shooting. This gets the workflow right.

Work Plans

Fromus Centre website development work plan

Tasks and activities	1	2	3	4	5	6	7	8	9	10	11	12
PLANNING												
Discuss needs with client												
Brainstorm mind-map												
Initial research												
Mood board												
Visualisation diagrams produced												
Meet with client to check plans												
Contingency												
Milestone – end of planning												
ASSET DEVELOPMENT												
Source key images												
Check copyright issues												
Edit and resize images												
Create text												
Contingency												
Milestone – end of asset development												
PRODUCTION												
Create website template												
Insert content on pages												
Testing												
Refining pages												
Contingency												
Milestone – end of production												
REVIEWING												
Check website against client needs												
Review work												
Contingency												
Milestone – end of project												

Work plans can be made using different types of software:

- **office software** such as Word or Excel
- specialist **project management software**
- **online tools** such as Google Docs or a tool such as [teamgantt](#)

Hardware that could be used includes:

- mouse
- keyboard
- monitor (screen)

Work Plans

This type of work plan is called a **Gantt Chart**. It works in exactly the same way as the other kind of work plan.
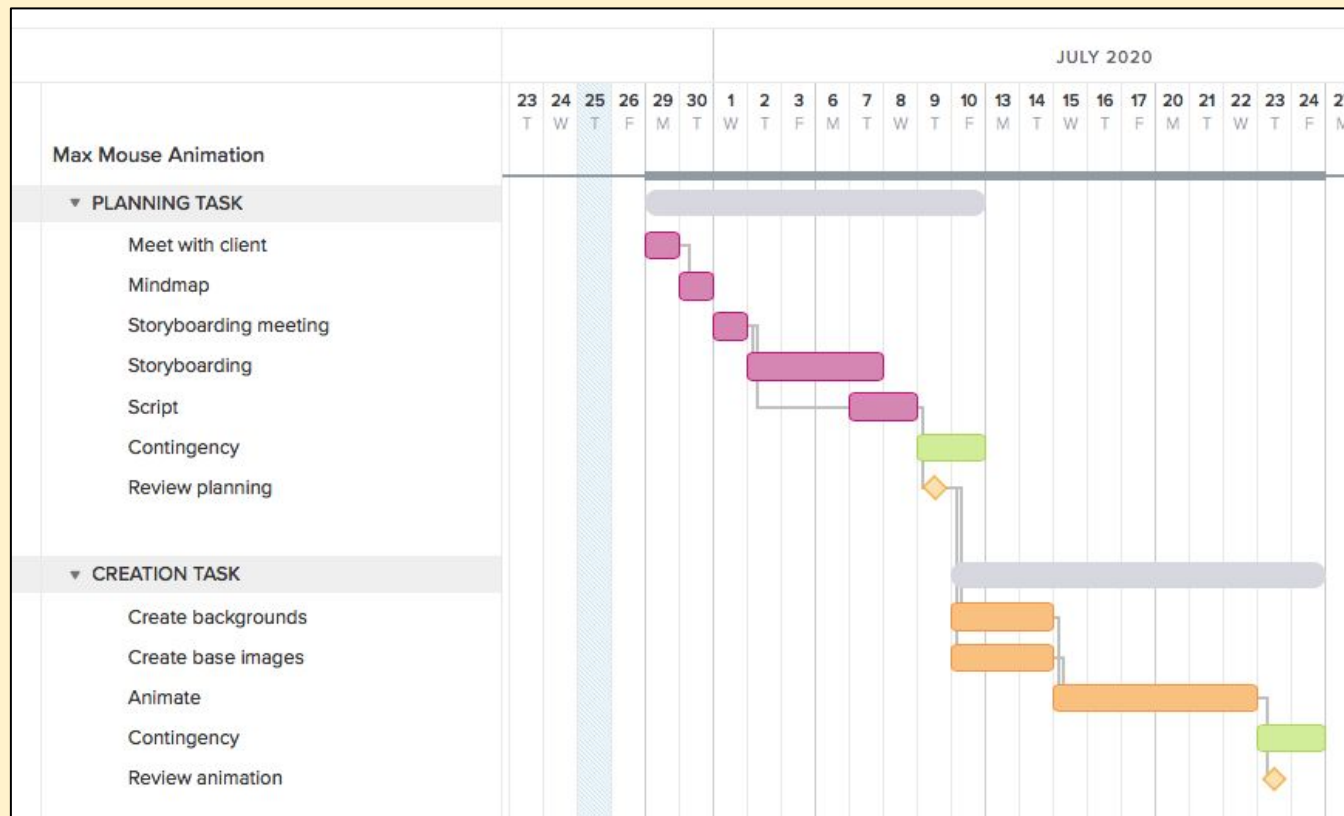
This was made using teamgantt - an online tool that can be used for planning

Work Plans

Summary:

- plan the order of tasks and activities for a project
- creates a sensible workflow
- includes milestones and contingencies to allow progress to be checked