The Hopton Tourist Board wants to make a video to use to promote Hopton. A work plan has been created. This is shown in Figure 1.

Figure 1

Visit Hopton Video Project – work plan

	Weeks										
	Duration (hrs)	1	2	3	4	5	6	7	8	9	10
PLANNING A			50			40	Se :			61 6	
Meet with Hopton Tourist Board	2 E										
Generate ideas	2					31					
Storyboard	10										
Location recce	3										
Write script	4										
Book equipment	1										
Health and safety checks	1					-C				D 0	
Milestone – check with client	1				+	A STATE OF THE STA					
VIDEO SHOOT											
Shoot video	15									D 0	
Capture background sound B	3								/ D		
 Contingency for weather 	10										
Milestone review	1					31	•				
EDITING					100		10				
Edit video	20										
Record narration	4					3!	15				
Add narration to video	2				8		a l				
Add captions and titles	2										
Add background sound	1					7.5	27				
Milestone review	1				0					8 8	•

(a) Using Figure 1, complete the table below to identify the different parts of the work plan.

[5 marks]

Item	Letter (A, B, C, D or E)				
Activities					
Contingency					
Timescale					
Task					
Milestone					

(b) Identify one other item that might appear on a work plan.	[1 mark]
(c) Explain the purpose of milestones in a work plan for the Hopton Tourist Boa	ard video project. [2 marks]

Total marks: 8