

## SKSPP04

### Map and monitor post production workflow



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#### Overview

This Standard is about planning to ensure that the workflow eventually followed is capable of delivering the product on time, to standards and to budget. It should also allow scope for the creativity that post production contributes to a project.

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#### Performance criteria

*You must be able to:*

- P1 specify a workflow that can:
  - P1.1 handle the format(s) of material that the client will produce
  - P1.2 enable the operations of post production to take place at the right time and the right stage in work sequence
  - P1.3 produce file types consistent with the operations required and the various post production outputs needed
  - P1.4 provide security for files and other material at all stages
- P2 specify a workflow that is consistent with the agreement with the client and allows them to check progress and make decisions
- P3 define project goals, objectives, milestone and deliverables consistent with budget
- P4 define how information on the progress of tasks will be obtained
- P5 define techniques by which material will be transferred
- P6 communicate the workflow and schedule to each person who will contribute and ensure that they are clear as to their role and the technical requirements
- P7 keep track of work/schedule progress and identify threats to timing, cost and technical standards
- P8 make changes to the workflow/schedule that minimise additional costs and delays and remedy changes in standards or quality

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### Knowledge and understanding

*You need to know and understand:*

- K1 common hardware and software technical workflows
- K2 computer and data network configurations
- K3 function and performance of equipment and software in terms of time and capability
- K4 principles of standard and non-standard deliverables, file formats, digital interconnectivity and elements of audio and video signals
- K5 how to measure critical elements of audio and video signals
- K6 formats used at all stages of workflow and the dependency of one stage on another
- K7 format and workflow requirements of different types of material coming into edit
- K8 current viewing standards and current professional, national and international deliverable standards and expressions of best practice for a range of platforms
- K9 interfaces between stages of the workflow and between analogue and digital
- K10 storage capabilities and needs for a project
- K11 how to monitor and maintain storage levels
- K12 effective ways of communicating with a mixed and changing team
- K13 health and safety factors of all equipment and the workplace

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Validity	Current
Status	Original
Originating organisation	Skillset
Original URN	PP04
Relevant occupations	Arts, Media and Publishing; Associate Professionals and Technical Occupations; Media and Communication; Design Associate Professionals, Crafts, Creative Arts and Design;
Suite	Post Production; Editing; Visual Effects;
Key words	post production, client, visual effects, graphics, sound, record, atmosphere, grade colour, systems, equipment, technical, content, create