SKSPP05
Manage standards, dependencies, boundaries and dialogue within a post production project

Overview

This Standard is about relating the quality of the stages of the workflow to the standards and format required or expected of the final product. It involves clear communication and encouraging people to be aware of what depends on their work so that they do not see it in isolation.

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Performance criteria

You must be able to:

P1   identify the technical standards and formats required for the output of a project

P2   identify what interim standards and formats the project output is dependent on and communicate interim requirements to the people and systems concerned

P3   identify risks to maintaining standards and formats and how to mitigate them

P4   identify exceptions and changes to requirements and communicate them to the people and systems concerned

P5   where personnel change on a project, ensure that new personnel are briefed on their tasks and standards and formats required

P6   help individuals understand their role and the roles and tasks of others that depend on them

P7   help individuals identify the impact of their work in the workflow and who they should inform or consult with on technical, cost or schedule issues

P8   where there are conflicts in standards in the workflow or input material is not as expected, find a solution that is technically feasible and acceptable to the client and imminent projects

P9   when problems occur, identify who can resolve them before they become more serious

P10   encourage colleagues in different parts of the workflow to share ideas and collaborate on creative processes

P11   review work in progress and redefine standards and formats when necessary to enable the required output

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Knowledge and understanding

You need to know and understand:

K1   principles of quality assurance

K2   technical requirements of specific post production projects based on their required output/product

K3   principles of standard and non-standard deliverables, file formats, digital interconnectivity and elements of audio and video signals

K4   how to measure critical elements of audio and video signals

K5   current viewing standards and current professional, national and international deliverable standards and expressions of best practice for a range of platforms

K6   relationship between formats and quality

K7   naming and labelling of material

K8   principles of management of metadata and its importance

K9   workflow and schedule for specific projects

K10   computer and data network configurations

K11   dependencies within and between current and imminent projects

K12   who needs to talk to whom about workflow and interaction between different stages of a project

K13   who can usefully talk to whom about current problems and risks to be mitigated

K14   what problems to flag up and to whom

K15   how to communicate to individuals the requirements of a project and the part they play in meeting those

K16   health and safety factors of all equipment and the workplace

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