

Global Norming PROJECT PLAN

Brianna Mejia | ICM 528 Content Creation



Project Management

As with many projects I have done in the past, I need clear, actionable items written out that I can check off. Without these steps written out, I find that I skip steps or have to go back and end up doing things out of order. While to-do lists are helpful for me, project management tools take organization and actionable items to a new level. One of my favorite platforms for this is called todoist. However, after looking into todoist, I found that it was not the appropriate platform for the organization of my podcast. There was no way to attach documents to action items such as scripts, instructions, notes, etc. This was a feature that was essential when I was creating my project plan.

To replace todoist I found a content management platform that I used in other classes called Asana. Asana allows me to create sections and within those sections, create tasks that I can break down into sub-tasks. I can add comments, attach files, add a description, and assign a due date. All these features will be extremely helpful as I move through my project plan.

My goal for the rest of this course is to create a four-part podcast series that educates generation z on environmental crisis' and empowers them to make changes in their own life to live more sustainably. Each episode focuses on a different topic, which makes scriptwriting and podcast direction easy to separate.

Using Asana, I will map out how to complete this podcast in the remaining 5 weeks. Since I have never produced a podcast before, I may have to add in more time to learn how to edit, record, or write a script. However, my project plan assures that I always know my next step.





Project Plan



I will be using Asana to outline my research, preproduction, production, post-production, and class assignments. Each one of these will be its section separated by a title at the top. This will tell me what phase it is. By creating subsections in which I can write my tasks and subtasks, I can track my progress as well as see what is up next.

My production stages are broken up into the following weeks:

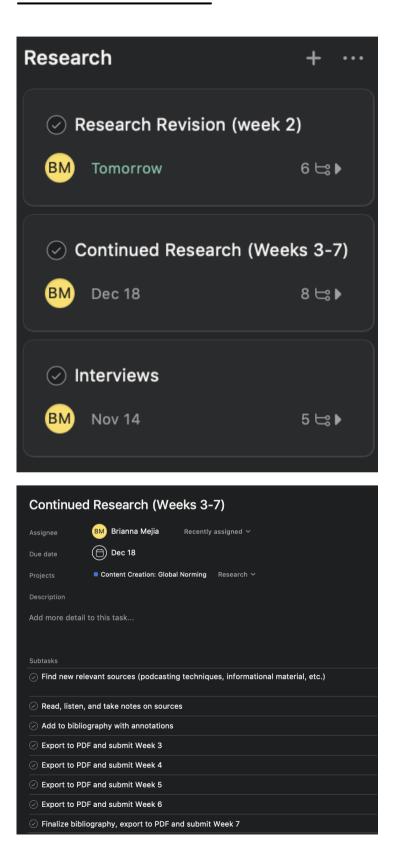
<u>Pre Production:</u> Weeks 3 and 4 <u>Production:</u> Week 5 <u>Post-Production</u>: Weeks 6 and 7

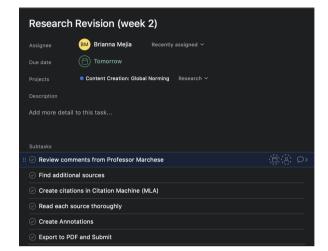
My research phase and class assignments will be ongoing throughout the entire duration of the course, but class assignments have their due date included in Asana. The due dates included in Asana correspond with the Sunday at the end of each assigned week. For example, if week 5 starts on Monday, November 29th the week 5 materials must be completed by that Sunday, December 5th.

Although these due dates are there to make sure that I am staying on track, I am aware that things change. Therefore, these dates are tentative and are subject to change depending on the speed at which I work. Since I have never produced a podcast before, I am not sure I have given myself the correct amount of time. However, with hard work and diligence, I believe that this is a manageable timeline.



Research





Interviews			
Assignee	Brianna Mejia Re	cently assigned 🗸	
	🗇 Nov 14		
	Content Creation: Global Nori	ning Research 🗸	
Add more detai	I to this task		
Subtasks			
✓ Look at comments about questions and make revisions			
⊘ Finalize questions			
\oslash find participants that fit the target audience			
⊘ Conduct int	erviews with participants		
⊘ create a doo	cument that shows findings		

My research will take place over the entire duration of the course, however, it will be documented in my annotated bibliography. My interviews need to occur before pre-production so that I can determine my podcast format and content.



Pre-Production (Weeks 3 & 4)

Pre-Production	+ …
⊘ Production Plan	
BM Tomorrow	7 \∷₽
 ⊘ Script Episode 1 	
BM Nov 21	5 년\$ ▶
Script Episode 2	
BM Nov 21	5 년 ▶
⊘ Script Episode 3	
BM Nov 21	5 년\$▶
Script Episode 4	
BM Nov 21	5 년 ▶
⊘ Intro/Outro	
BM Nov 21	7 년3 ▶
⊘ Website Creation	
BM Nov 21	3 년 ▶
⊘ Podcasting Techniques	
BM Nov 21	5 년 ▶

Production Plan			
Assignee	Brianna Mejia Recently assigned ~		
Due date			
Projects	Content Creation: Global Norming Pre-Production ~		
Description			
Add more detail	to this task		
Subtasks			
Oecide what	project management tool to use		
⊘ Write a descr	iption of my approach		
Rough draft a	a project plan		
⊘ Create subsections in Asana			
⊘ Add tasks and their subtasks (with detail)			
⊘ Create PDF with screenshots			
⊘ Submit to blackboard			

Script Episode 1			
Assignee	BM Brianna Mejia Recently assigned ~		
Due date	(iii) Nov 21		
Projects	Content Creation: Global Norming Pre-Production ~		
Description			
Add more detai	il to this task		
Subtasks			
⊘ Identify Goal of episode			
⊘ Gather research and facts			
⊘ Decide on guests, Q and A content			
⊘ Write Script	t		
Review and	edit if needed		

Pre-Production will consist of writing scripts, finding music for my intro and outro, creating a website, and experimenting with podcast equipment and programs to get ready to produce. My scripts will be based on my research and information I get during interviews.



Pre-Production (Weeks 3 & 4)

Website Creation			
Assignee BM Brianna Mejia Recently assigned ~			
Due date 🗇 Nov 21			
Projects • Content Creation: Global Norming Pre-Production ~			
Description			
Add more detail to this task			
Subtasks Oreate Wordpress site			
 ✓ Greate metaphoto site ✓ Input logo and graphics 			
 Create Menu (Behind the scenes, episodes, questions, contact) 			
Intro/Outro			
Assignee BM Brianna Mejia Recently assigned ~			
Due date (E) Nov 21			
Projects Content Creation: Global Norming Pre-Production ~			
Description			
The intro and outro will remind the same for every episode. The music will not change and the			
same script will be written to introduce the general podcast.			
Subtasks			
⊘ Revisit goal of the podcast			
⊘ Write introduction			
Find royalty free introduction music (youtube)			
Export music to a MP3			
⊘ Write outro			
Find royalty free music for outro (youtube)			
⊘ export to MP3			



Production (Week 5)

Production	+ …		
⊘ Record Episode 1			
BM Dec 5	5 \∷ ▶		
⊘ Record Episode 2			
BM Dec 5	5 \∷ ▶		
⊘ Record Episode 3			
BM Dec 5	5 \∷≯		
⊘ Record Episode 4			
BM Dec 5	5 \∷≯		
BM Dec 5	6 \∷ ▶		
Record Introduction and Outro			
BM Dec 5	3 년:₽		

Production will deal with the production of the podcast as well as the accompanying graphics and the introduction and outro. It will take place during week 5.

Record Episode 1

Assignee	BM Brianna Mejia Recently assigned 🗸		
Due date	(a) Dec 5		
	Content Creation: Global Norming Production ~		
Add more detail	to this task		
Subtasks			
Set up equipment and resources (microphone, script, research etc.)			
⊘ Record audio			
Capture behind the scenes photos/videos (zoom calls, BTS photos, etc.)			
 Create notes for reference when editing (in Asana under comments) 			
Save the aud	io files in audacity		

Graphics			
Assignee	Brianna Mejia Recently assigned ~		
	(fi) Dec 5		
	Content Creation: Global Norming Production Y		
Add more detail	to this task		
Subtasks			
⊘ Create episode graphic - episode 1			
⊘ Create episode graphic - episode 2			
⊘ Create episode graphic - episode 3			
⊘ Create episode graphic - episode 4			
⊘ Export graphics			
OPut in folder			

Record Introduction and Outro			
Assignee	Brianna Mejia Recently assigned ~		
	(f) Dec 5		
	• Content Creation: Global Norming Production \sim		
Description			
Add more detail to this task			
Subtasks			
⊘ Record introduction			
⊘ Record outro			



Post- Production (Weeks 6 & 7)

Post-Production	+ …
⊘ Edit Intro/Outro files	
BM Dec 12	5 \∷ ▶
✓ Edit Episode 1	
BM Dec 12	9 は▶
⊘ Edit Episode 2	
BM Dec 12	9 は₽
⊘ Edit Episode 3	
BM Dec 12	9 ⊫ ▶
⊘ Edit Episode 4	
BM Dec 12	9 は₽
✓ Upload to content websit	e
BM Dec 12	12 년\$▶

Post-Production will be editing and uploading all of the content. This will require editing tools and a lot of revision. This stage requires two weeks because of the amount of editing I will have to do.

Edit Intro/Outro files

	Brianna Mejia	Recently assigned 🗸	
	(Dec 12		
	Content Creation: Global	INorming Post-Production ~	
Add more detail	to this task		
⊘ Cut and edit introduction			
⊘ export as MP3			
⊘ Cut and edit outro			
C Export as MP3			
⊘ organize in folders for easy access			

Edit Episode 1				
	Brianna Mejia	Recently a	assigned 🗸	
	(Dec 12			
	Content Creation: Global	Norming	Post-Production 🗸	
Add more detail	to this task			
Subtasks				
Import audio	files into audacity			
import record	ded introduction			
import music	for introduction			
Edit and cut	episode			
⊘ import recor	ded outro			
import music	for outro			
⊘ review podca	ast			
🖉 make final eo	lits			
⊘ export as MF	'3 file			

Upload to content website

	•••••••••••	Description			
Assignee	BM Brianna Mejia	Recently a	ssigned		
Due date	🗇 Dec 12				
Projects	Content Creation: G	lobal Nor	Post-Produc		
Descripti					
Add more de	etail to this task				
Subtasks					
⊘ Upload episode 1 mp3 file					
⊘ Upload episode 1 graphic					
⊘ Upload episode 1 behind the scenes					
⊘ Upload episode 2 mp3 file					
⊘ Upload episode 2 graphic					
○ Upload episode 2 behind the scenes					
⊘ Upload ep	bisode 3 MP3 file				
⊘ Upload ep	oisode 3 graphic				
⊘ Upload ep	bisode 3 behind the sce	enes			
⊘ Upload ep	bisode 4 MP3 file				
⊘ Upload ep	bisode 4 graphic				
⊘ Upload ep	bisode 4 behind the sce	enes			



Class Assignments

Class Assignments +		Blogs	
✓ Blogs BM Dec 18	6 \∷⊳	Assignee BM Brianna Mejia Recently assigned ~ Due date Dec 18 Projects Content Creation: Global Norming Class Assignments ~ Description Add more detail to this task	
 Annotated bibliography BM Dec 18 	1 년; ▶	Subtasks Blog week 2 Blog week 3 Blog week 4 Blog week 5 Blog week 6 Blog week 7	

Annotated bibliography				
Assignee	BM Brianna Mejia Recently assigned ~			
Due date	Dec 18			
Projects	Content Creation: Global Norming Class Assignments ~			
Description				
Add more detail to this task				
Subtasks				
Export and Submit to Blackboard				

My assignments are ongoing throughout the 7 weeks. This tab is mainly a reminder of what I need to update and complete every week. This keeps me on track in the course as well as with my podcast.