



Global Norming

PROJECT PLAN



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, pre-production, 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:

Pre Production: Weeks 3 and 4

Production: Week 5

Post-Production: 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

Research

+
⋮

✓

Research Revision (week 2)

BM
Tomorrow
6

✓

Continued Research (Weeks 3-7)

BM
Dec 18
8

✓

Interviews

BM
Nov 14
5

Continued Research (Weeks 3-7)

Assignee BM Brianna Mejia Recently assigned ▾

Due date 📅 Dec 18

Projects ■ Content Creation: Global Norming Research ▾

Description

Add more detail to this task...

Subtasks

- Find new relevant sources (podcasting techniques, informational material, etc.)
- Read, listen, and take notes on sources
- Add to bibliography with annotations
- Export to PDF and submit Week 3
- Export to PDF and submit Week 4
- Export to PDF and submit Week 5
- Export to PDF and submit Week 6
- Finalize bibliography, export to PDF and submit Week 7

Research Revision (week 2)

Assignee BM Brianna Mejia Recently assigned ▾

Due date 📅 Tomorrow

Projects ■ Content Creation: Global Norming Research ▾

Description

Add more detail to this task...

Subtasks

- Review comments from Professor Marchese
- Find additional sources
- Create citations in Citation Machine (MLA)
- Read each source thoroughly
- Create Annotations
- Export to PDF and Submit

Interviews

Assignee BM Brianna Mejia Recently assigned ▾

Due date 📅 Nov 14

Projects ■ Content Creation: Global Norming Research ▾

Description

Add more detail to this task...

Subtasks

- Look at comments about questions and make revisions
- Finalize questions
- find participants that fit the target audience
- Conduct interviews with participants
- create a document 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 ▶
- ✓ Script Episode 2

BM Nov 21
5 ▶
- ✓ Script Episode 3

BM Nov 21
5 ▶
- ✓ Script Episode 4

BM Nov 21
5 ▶
- ✓ Intro/Outro

BM Nov 21
7 ▶
- ✓ Website Creation

BM Nov 21
3 ▶
- ✓ Podcasting Techniques

BM Nov 21
5 ▶

Production Plan

Assignee BM Brianna Mejia Recently assigned ▾

Due date 📅 Tomorrow

Projects ■ Content Creation: Global Norming Pre-Production ▾

Description

Add more detail to this task...

Subtasks

- Decide what project management tool to use
- Write a description of my approach
- Rough draft 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 📅 Nov 21

Projects ■ Content Creation: Global Norming Pre-Production ▾

Description

Add more detail to this task...

Subtasks


- Identify Goal of episode
- Gather research and facts
- Decide on guests, Q and A content
- Write Script
- 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  Brianna Mejia Recently assigned ▾

Due date  Nov 21

Projects  Content Creation: Global Norming Pre-Production ▾


Description

Add more detail to this task...


Subtasks

- Create Wordpress site
- Input logo and graphics
- Create Menu (Behind the scenes, episodes, questions, contact)

Intro/Outro

Assignee  Brianna Mejia Recently assigned ▾

Due date  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 ▶

✓ Graphics

BM Dec 5
6 ▶

✓ Record Introduction and Outro

BM Dec 5
3 ▶

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 Dec 5

Projects Content Creation: Global Norming Production ▼

Description

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 audio files in audacity

Graphics

Assignee BM Brianna Mejia Recently assigned ▼

Due date Dec 5

Projects Content Creation: Global Norming Production ▼

Description

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
- Put in folder

Record Introduction and Outro

Assignee BM Brianna Mejia Recently assigned ▼

Due date Dec 5

Projects Content Creation: Global Norming Production ▼

Description

Add more detail to this task...

Subtasks

- Record introduction
- Record outro
- Review music



Post- Production (Weeks 6 & 7)

Post-Production + ...

- Edit Intro/Outro files

BM Dec 12
5
- Edit Episode 1

BM Dec 12
9
- Edit Episode 2

BM Dec 12
9
- Edit Episode 3

BM Dec 12
9
- Edit Episode 4

BM Dec 12
9
- Upload to content website

BM Dec 12
12

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

Assignee BM Brianna Mejia Recently assigned ▾

Due date Dec 12

Projects Content Creation: Global Norming Post-Production ▾

Description

Add more detail to this task...

Subtasks

- Cut and edit introduction
- export as MP3
- Cut and edit outro
- Export as MP3
- organize in folders for easy access

Edit Episode 1

Assignee BM Brianna Mejia Recently assigned ▾

Due date Dec 12

Projects Content Creation: Global Norming Post-Production ▾

Description

Add more detail to this task...

Subtasks

- Import audio files into audacity
- import recorded introduction
- import music for introduction
- Edit and cut episode
- import recorded outro
- import music for outro
- review podcast
- make final edits
- export as MP3 file

Upload to content website

Assignee BM Brianna Mejia Recently assigned ▾

Due date Dec 12

Projects Content Creation: Global Nor... Post-Produc... ▾

Descripti...

Add more detail 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 episode 3 MP3 file
- Upload episode 3 graphic
- Upload episode 3 behind the scenes
- Upload episode 4 MP3 file
- Upload episode 4 graphic
- Upload episode 4 behind the scenes



Class Assignments

Class Assignments

- ✓ Blogs

BM Dec 18
6
- ✓ Annotated bibliography

BM Dec 18
1

Blogs

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

- 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.