

# UTFC Management Document

## Spreadsheets:

For the UTFC project, all the assets that are being tracked are located in these google spreadsheets. This is where you will keep the project organized and communicate with Yazz about deadlines and completed tasks.

I would bookmark this spreadsheet on your computer.

[https://docs.google.com/spreadsheets/d/1GM\\_NL5RJKb4zS03XVyLGqwFXrC4FGoBeN5NIfr\\_DnZk/edit?usp=sharing](https://docs.google.com/spreadsheets/d/1GM_NL5RJKb4zS03XVyLGqwFXrC4FGoBeN5NIfr_DnZk/edit?usp=sharing)

- **Design Assets Course 2:**

- Course 2 assets should be completed in the following weeks, so the priority will be on starting the creation of Course 3 content
- [https://docs.google.com/spreadsheets/d/1GM\\_NL5RJKb4zS03XVyLGqwFXrC4FGoBeN5NIfr\\_DnZk/edit#gid=1308067193](https://docs.google.com/spreadsheets/d/1GM_NL5RJKb4zS03XVyLGqwFXrC4FGoBeN5NIfr_DnZk/edit#gid=1308067193)

- **Design Assets Course 3:**

- [https://docs.google.com/spreadsheets/d/1GM\\_NL5RJKb4zS03XVyLGqwFXrC4FGoBeN5NIfr\\_DnZk/edit#gid=1945856869](https://docs.google.com/spreadsheets/d/1GM_NL5RJKb4zS03XVyLGqwFXrC4FGoBeN5NIfr_DnZk/edit#gid=1945856869)
- For these assets you will manage them in basecamp and fill in the table based on their approval/completed status.

Name	# per course	# per module	# per lesson	Due date*	Approval Process	Complete	Notes
Green screen pptx with multiple slides	20	5	1	1/15/23	<input type="checkbox"/>	<input type="checkbox"/>	
5.1, 5.2				09/16/22	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
5.3, 5.4				09/16/22	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
5.5, 6.1				10/19/22	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
6.2, 6.3				10/19/22	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
6.4, 6.5				10/19/22	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
7.1, 7.2				11/4/22	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
7.3, 7.4				11/4/22	<input checked="" type="checkbox"/>	<input type="checkbox"/>	7.4 Approval
7.5, 8.1				11/4/22	<input type="checkbox"/>	<input type="checkbox"/>	7.5 Approval
8.2, 8.3				12/02/22	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
8.4, 8.5				12/2/22	<input type="checkbox"/>	<input type="checkbox"/>	

- **Due Date:**

- Yazz will fill in the due dates for this project and you will communicate with her to make sure your team reaches these deadlines. If there is a need for a date change, you will adjust it in the spreadsheet.

- **Approval Process:**

- Once Yazz says the asset is ready for the approval process, you will check this box off.

- **Complete:**

- Once Yazz says the Basecamp can be closed out, then you will check this box off. You will also close out the Basecamp Assignment. Make sure that the STAs don't close it out prior.

- **Notes:**

- Since each box is for two or more different assets being created, you can keep track of the approval/complete status of individual assets on the side.
- **Lists of Cities and Images:**
  - [https://docs.google.com/spreadsheets/d/1GM\\_NL5RJKb4zS03XVyLGqwFXrC4FGoBeN5NIfr\\_DnZk/edit#gid=1522069868](https://docs.google.com/spreadsheets/d/1GM_NL5RJKb4zS03XVyLGqwFXrC4FGoBeN5NIfr_DnZk/edit#gid=1522069868)

## **Basecamp Assignments:**

For each asset that is created, you will have to create a basecamp assignment for it. This includes image search, backdrops, banners, and greenscreens.

For module 3, all of the backdrop and banner basecamps have already been created for you. Therefore, you will just assign these tasks out to yourself or fellow STAs.

When creating the Basecamps, you can just copy the information from other Basecamp assignments and just replace the box links.

### **Image search Template:**

Here is an example of what a basecamp for city search would look like:

<https://3.basecamp.com/4001554/buckets/22902926/todos/5150417969>

**Title:** UTF8 - City Image Search (Module # & City Name)

**Assigned to:** (STA Name)

**Due on:** (Due date from the Spreadsheet)

### **Note:**

This is where STA will find images for specific cities in the UTF8 project.

Here is the folder where you can place the images:

<https://utexas.box.com/s/hynah85898nch5br2651t10gg32rnz7l> (replace)

### **Stock Image Sites:**

- Unsplash - <https://unsplash.com/>
- Pexels - <https://www.pexels.com/>
- Pixabay - <https://pixabay.com/>

### **Tips:**

- Google the city and search for important landmarks

- Find up to 5 high quality images of buildings to include in the folder.
- Find up to 2 cultural images (statues, markets, food, etc) to include in the folder.
- When you have find all the images, upload them to the box folder and share the box link to basecamp for approval from (your name).

Harvest Code:

[215002] French Textbook (Kyle) 22 - LAITS - Business Development

Please (your name) if you have questions.

### **Greenscreen Template:**

Here is an example of what a basecamp for greenscreens would look like:

<https://3.basecamp.com/4001554/buckets/22902926/todos/5454232077>

**Title:** UTFC - GreenScreen: (Module # & Title)

**Assigned to:** (STA Name)

**Due on:** (Due date from the Spreadsheet)

### **Notes:**

Box link to the list of words:

<https://utexas.app.box.com/file/1044466705051> (replace)

Link to image for title slide:

<https://utexas.app.box.com/folder/161412854799> (replace)

Link to source images:

*Just make sure they are commercial use and attribution free.*

<https://pixabay.com/>

<https://www.pexels.com/>

<https://unsplash.com/>

Place complete PowerPoint in this folder:

*Follow naming conventions seen in this folder.*

<https://utexas.app.box.com/folder/178075625278> (replace)

Please Yazz for approval on images chosen in basecamp and share drafts in basecamp comment as well.

STA is to find images for each word in the list and create a PowerPoint with accompanying french text on the slide.

Please leave about 1/4 of the space to the right of the screen so that Yazz or Pat have room to stand in front.

The dimensions of the tan box should be H:7.5" W:8.35"

Tan HEX code: #e2decf

### **City Images Assignments:**

For this UTFC task, STAs will search for culturally relevant images to add in the corresponding box folder. Please search for important landmarks, buildings, statues and foods.

<https://utexas.app.box.com/folder/152324076055>

### **Backdrops Assignments:**

For this UTFC task, STAs will create 4 backdrops (single image, 4 panel, masonry grid, water color) for every unit. Each backdrop will contain cultural images from that particular region for that unit.

<https://utexas.app.box.com/folder/153467898107>

### **Banners Assignments:**

For this UTFC task, STAs will create 8 banners based on the image traced buildings from that unit's region.

<https://utexas.app.box.com/folder/158643898002>

### **Greenscreens Assignments:**

For this UTFC task, STAs will use a vocab list of French and English words to create a powerpoint presentation. They will use a stock free image site to search for images that match the words descriptions and the regional area.

<https://utexas.app.box.com/folder/156997355234>