

Basic Project Plan

Project Title: EP Recording Project

Project Duration: 12 weeks

Project Objective: To record a high-quality EP with the artist/multiple artists.

Week 1-2: Pre-production

Define Project Scope, Objectives, and Timeframe: In this phase, I'll have detailed discussions with the artist(s) to understand their artistic vision, the number of songs to be recorded, any specific technical requirements, and the overall project. This is crucial for setting expectations and laying the groundwork for a successful recording process.

Select Songs: I will collaborate closely with the artist(s) to finalise the tracklist for the EP. Consider factors such as lyrical content, musical style, and thematic coherence to ensure a cohesive and compelling collection of songs that resonate with the intended audience.

Pre-production Discussion: Via in-person meetings or digital messaging/zoom calls I shall confer with the artist(s) to discuss creative direction, instrumentation, and any pre-production tasks such as rehearsals or demos. Use this time to brainstorm ideas, clarify expectations, and establish a clear roadmap for the recording process.

Create Detailed Timeline and Schedule: I will need to develop a comprehensive timeline that outlines key milestones and deadlines for each phase of the project, including recording, mixing, mastering, and release. Coordinate schedules with the artist(s) and any additional collaborators to ensure everyone is aligned and aware of their roles and responsibilities. Allowing a certain amount of freedom for change in plans and timeframes.

Week 3-8: Recording

Begin Recording Sessions: Set up recording sessions in the studio and begin capturing instrumentals and vocals for the selected tracks. Paying close attention to technical details such as mic placement, signal routing, and room acoustics to ensure high-quality recordings.

Track Instrumentals and Vocals: I will work closely with the artist(s) to capture their performances authentically and emotively. Provide guidance and support as needed to help them deliver their best performances while maintaining a comfortable and creative atmosphere in the studio.

Encourage Experimentation: Explore different sonic textures, instrumentation, and arrangement ideas to enhance the musicality and dynamics of each song. I shall try and aid creativity while staying true to the artist(s)' vision for the project.

Regular Progress Reviews: Schedule regular check-ins with the artist(s) and stakeholders to review recording sessions, assess progress, and address any concerns or adjustments needed. Maintain open communication and flexibility to accommodate changes or new ideas that may arise during the recording process.

Maintain Clear Communication: Foster a collaborative and supportive environment in the studio by maintaining open lines of communication with the artist(s) and any additional collaborators. Address any issues or conflicts promptly and work together to find solutions that serve the project's goals.

Week 9-10: Mixing

Mixing Sessions: Transfer recorded tracks to your mixing workstation and begin crafting the mix for each song. Experiment with levels, panning, EQ, compression, and effects to achieve a balanced, cohesive, and impactful sound that enhances the emotional impact of the music.

Collaborate with Stakeholders: Share mix drafts with the artist(s) and stakeholders i.e. tutors, peers etc. and invite their feedback and input. Collaborate closely to incorporate their feedback and creative vision and preferences into the mix while offering your expertise and guidance to ensure a polished and professional result.

Review and Refinement: Listen critically to the initial mixes and identify areas for improvement. Make adjustments to levels, EQ, and processing as needed to address any issues and refine the mix to meet the project's quality standards, using similar reference tracks to aid with sonic cohesion with other tracks in a similar vein.

Finalise Mixes: Once the mixes meet the artist(s)' and stakeholders approval and align with the project's goals, bounce them down ready for mastering. Prepare consolidated files and documentation to facilitate the mastering process and ensure a smooth transition to the next phase.

Week 11-12: Mastering and Finalization

Mastering Sessions: Transfer final mixes to a new DAW project for mastering and begin the mastering process. Apply subtle equalisation, compression, and other processing techniques to optimise the overall sound and ensure consistency across all tracks, using reference tracks to ensure cohesiveness within genre and style.

Coordinate with Artist(s): Address any concerns or preferences they may have regarding the final sound and delivery format of the EP. Ask if they have any specific reference tracks in mind.

Final Quality Checks: Conduct thorough quality checks to ensure that all tracks meet the project's technical specifications and sonic standards. Listen to the mastered tracks in various playback systems and environments to identify any potential issues and make final adjustments as needed.

Prepare for Hand-in: Make sure all processes have been documented and writing is clear and concise. Make sure all interactions with stakeholders is shown and that all documentation is representative of the project. Format all tracks ready for submission

By following this detailed project plan and maintaining open communication and collaboration with the artist(s), I can ensure a smooth and successful recording process that results in a high-quality EP that resonates with listeners and showcases the artist(s)' talent and creativity.

Team and leadership development

Using my learning from the leadership analysis, I think being open to suggestion and employing a laissez-faire/transformational leadership style will encourage the artist(s) and collaborators. Should I choose to employ another producer or peer to aid me in one or more of these recording sessions, I shall try and use what I have learned through this analysis and feedback from previous collaborators to be more effective as a leader. I will make sure to be more patient with questions and explanatory of my ideas when questioned and welcome any ideas on how to improve. I shall continue to use my skills of delegation to bring out the best in the people I work with and make sure tasks are completed efficiently and to a high standard that we can all be proud of. I feel that all of these elements, and incorporating previous learning and experience, will help me and the artist(s) further develop and result in a cohesive, well-made, meticulously polished project in every aspect, from the documentation to the performances to the production.

Bibliography

Pellerin, R. and Perrier, N. (2018) 'A review of methods, techniques and tools for Project Planning and control', *International Journal of Production Research*, 57(7), pp. 2160–2178. doi:10.1080/00207543.2018.1524168.

Hartman, F. and Ashrafi, R. (2004). Development of the SMARTTM Project Planning framework. *International Journal of Project Management*, 22(6), pp.499–510. doi:<https://doi.org/10.1016/j.ijproman.2003.12.003>.

Megginson, D. and Whitaker, V. (2007). *Continuing Professional Development*. [online] Google Books. Kogan Page Publishers. Available at: https://books.google.es/books?hl=en&lr=&id=k4UpDwAAQBAJ&oi=fnd&pg=PP1&dq=continuous+professional+development+plan+freelance&ots=HIE_GSP8y2&sig=tprxVnF-yI5YHJK14mJYf

4e9VZ4&redir_esc=y#v=onepage&q=continuous%20professional%20development%20plan%20freelance&f=false [Accessed 20 Apr. 2024].

Borman, W.C., Ilgen, D.R. and Klimoski, R.J. (2003). Handbook of Psychology, Industrial and Organizational Psychology, CafeScribe. [online] Google Books. John Wiley and Sons. Available at:

https://books.google.es/books?hl=en&lr=&id=LK2x-bNjycoC&oi=fnd&pg=PA277&dq=leadership+models&ots=4UoXxupQU1&sig=Zkrq6UJYIJibohYazQTfLRHdcqI&redir_esc=y#v=onepage&q=leadership%20models&f=false [Accessed 20 Apr. 2024].