

Title of the Video Project: _____

Criterion A (Planning)

1. Client and scenario for a video project (100 words)

2. Rationale (100 words)

3. Success criteria (Bullet points)

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Criterion B (Design)

4. Storyboards drawings (for each scene)

Scene no:	Scene no:	Scene no:	Scene no:

Scene no:	Scene no:	Scene no:	Scene no:

Scene no:	Scene no:	Scene no:	Scene no:

Scene no:	Scene no:	Scene no:	Scene no:

5. Record of tasks (Table template)

Task number	Planned action	Time estimated	Completion date	Criterion
1				
2				
3				
4				
5				
6				
7				
....				

Criterion C (Production)

6. Product development and report

7. Report of production phase with proofs

Criterion D (Final video)

8. The final video

Criterion E (Evaluation)

9. Evaluation:

10. Recommendations for improvement: