✅ Action Plan

EXAMPLE

Plan for Achieving the Product

Dates	Task	To do	Relevant Success Criteria	Progress notes
October 28th	Animation lessons CGI Animation Beginner's Lesson - N Karpenko	- prepare research questions in advance of lesson - record session to review	Animation	DONE
November	Create story outline	- consider plot and characters - must be simple in terms of story and setting	Function	Deadline 20/11 - DONE
November	Initial paper drawings	- 2 characters: man and pet - costumes - space craft - internal and external	Aesthetics	Deadline 30/11 - DONE
1st - 15th December	Script and Storyboard	- choose music and sync story/events - 8 scenes - clear storyline	Function/Aesthetics	DONE
16th - 31st December	Design backgrounds	- space backgrounds - nebula - planets	Aesthetics	Deadline - 31/12 Complete all backgrounds - DONE
1st - 6th January	Start animations - drawing and movement	- drawings into the software - movement within scenes - 2,3,4,7	Animation	Deadline - 6/1 Complete all backgrounds - moved to 12/1 - DONE
7th/8th January	Working with the software	Time to 'play' with the software, to develop confidence and understanding	Animation	Added on 3rd January, following dates adjusted
10th - 15th January	Animations - in-between frames	- review storyboard	Animation	DONE
15th - 20th January	Animations - colouring frames	- review initial drawings for colours	Animation	DONE
20th - 25th January	Editing - transitions and any final tidy ups	- add background music	Animation	DONE
26th January	Final Product due to Supervisor	- share survey with audience		DONE