

NOVEMBER 2020

THE BOY BAND BREAKDOWN



YOUTUBE SERIES PROJECT PLAN

PROPOSAL BY:
Taylor Sniffen

WWW.TAYLORSNIFFEN
.COM



PROJECT MANAGEMENT APPROACH

My goal is to produce 3, 5 to 7 minute long Youtube videos that together create a series talking about the evolution and emotional psychology of boy bands over the years in 7 weeks.

In order to achieve this goal I need to have a well organized project management plan that lays out each step that needs to be taken in order to end up with the final product.

At times I have found project management softwares to be tedious and unnecessary, but with a project like this one, where there are so many moving parts and so little time, having something to help me keep track of everything will be a great use and will be a constant visual reminder to not fall behind.

Using Asana, a project management software, I have broken "The Boy Band Breakdown" project into 4 separate sections and then created smaller achievable sub tasks with each one. Each subtask has a title, a description further detailing anything specific I have to do and has either been assigned an exact date of completion or a ranging date that it needs to be completed during. Once the task is completed I check it off and move it over to the completed block on my project page in order to keep the lists clean.





ACTION PLAN

I'm using Asana to break the podcast down into 4 sections and then I also have a completed section. With in each section there are multiple tasks to be completed.

- Pre-Production: Weeks 3 & 4 (11/2 - 11/15)
- Production: Weeks 5 & 6 (11/16 - 11/29)
- Post - Production: Weeks 7 & 8 (11/30 - 12/8)
- Uploading: Week 8 (12/9 - 12/11)

Some of the dates for certain task overlap into different sections, but that is because I like to leave my self ample time to finish some of the bigger projects like set decoration and rough cuts.

The upon completion section is so that I know that even after I have 3 completed Youtube videos, my job is not finished. I still have to create youtube thumbnails and description and upload evething properly.

Pre-Production	Production	Post Production	Uploading	Completed
Write Week 4 Blog Post Nov 15	Create Filming Set Nov 12 - 15	Create intro animation for series Nov 28 - 30	Design all 3 episode thumbnails Dec 10	Create Bibliography Oct 25 - Today
Write Week 3 Blog Post Nov 8	Film 3/4 Interviews Nov 16 - 23	Write Week 7 Blog Post Dec 6	Write all 3 Episode descriptions and tags Dec 10	Research Boy Band Topic Oct 25
Create Production Proposal Today	Film Intro/Outro Segments Nov 16 - 23	Find and organize stock boy band footage and photos Nov 24 - 30	Post all videos to youtube channel and blog Dec 11	Write Week 1 Blog Post Oct 25
Write Week 2 Blog Post Today	Record Narration for Ep.1 Nov 16 - 23	Collect boy band and background music Nov 24 - 30	+ Add task	Design Project Logo Oct 25
Create Interview Questions Nov 2 - 9	Record Narration for Ep.2 Nov 16 - 23	Create animated info graphics all 3 episodes Nov 25 - Dec 6		Create Task Management Plan Oct 30
Contact Interviewees Nov 2 - 9	Record Narration for Ep. 3 Nov 16 - 23	Cut down interviews Nov 23 - 25		Create Project Proposal Oct 25
Write Episode 3 Script Nov 9 - 16	Write Week 5 Blog Post Nov 22	Rough Cut of Episode 1 Nov 29		+ Add task
Write Episode 2 Script Nov 2 - 16	Write Week 6 Blog Post Nov 29	Rough Cut of Episode 2 Dec 2		
Write Episode 1 Script Nov 2 - 8	+ Add task	Rough Cut of Episode 3 Dec 6		
+ Add task				



PRE-PRODUCTION



▼ Pre-Production

✓ Write Week 4 Blog Post	Nov 15
✓ Write Week 3 Blog Post	Nov 8
✓ Create Production Proposal	Today
✓ Write Week 2 Blog Post	Today
✓ Create Interview Questions	Nov 2 – 9
✓ Contact Interviewees	Nov 2 – 9
✓ Write Episode 3 Script	Nov 9 – 16
✓ Write Episode 2 Script	Nov 2 – 16
✓ Write Episode 1 Script	Nov 2 – 8

The pre-production phase is very planning and writing heavy. This is where I take all the reading and research I've been doing and apply it to my scripts and interview questions in order to create the best possible framework for the videos.

Contact Interviewees

Assignee: Unassigned

Due date: Nov 2 – 9

Projects: ■ The Boy Band Breakdown Pre-Production ▼

Priority: —

Status: —

Description: Reach out to Carrie Sniffen, Kevin Higgins, Katie Lamb, Alex Carew and Kim Kerremans.

+ Add subtask

Create Interview Questions

Assignee: Unassigned

Due date: Nov 2 – 9

Projects: ■ The Boy Band Breakdown Pre-Production ▼

Priority: —

Status: —

Description: Create 2 sets of questions. The first set are starter questions that each interviewee will get asked the second set of questions are specific questions tailored to the interview so that their answers are true and detailed.

+ Add subtask



PRODUCTION



Production

<input checked="" type="checkbox"/> Create Filming Set		Nov 12 – 15
<input checked="" type="checkbox"/> Film 3/4 Interviews		Nov 16 – 23
<input checked="" type="checkbox"/> Film Intro/Outro Segments		Nov 16 – 23
<input checked="" type="checkbox"/> Record Narration for Ep.1		Nov 16 – 23
<input checked="" type="checkbox"/> Record Narration for Ep.2		Nov 16 – 23
<input checked="" type="checkbox"/> Record Narration for Ep. 3		Nov 16 – 23
<input checked="" type="checkbox"/> Write Week 5 Blog Post		Nov 22
<input checked="" type="checkbox"/> Write Week 6 Blog Post		Nov 29

For production, it starts with me building my own host set, that will feature loads of boy band merch I already own and will create a professional looking place for me to intro each episode from.

Film 3/4 Interviews

Assignee Unassigned

Due date Nov 16 – 23

Projects The Boy Band Breakdown Production ▾

Priority —

Status —

Description Each episode will have at least 1 interviewer, episode 3 may have 2.

+ Add subtask

Create Filming Set

Assignee Unassigned

Due date Nov 12 – 15

Projects The Boy Band Breakdown Production ▾

Priority —

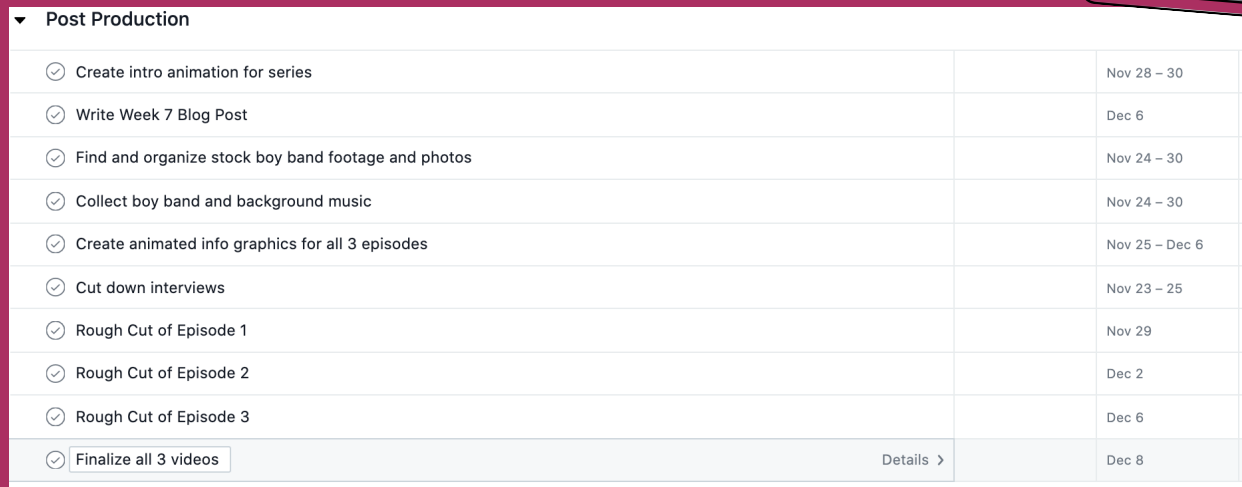
Status —

Description Curate a background and fun table set up for the youtube series intro and outro.

+ Add subtask

During Production, I have to film myself, film all of my interviewees and record my narration.

POST - PRODUCTION



Dec 8



UPLOADING/COMPLETED

☒ Design all 3 episode thumbnails

Dec 10

☒ Write all 3 Episode descriptions and tags

Dec 10

☒ Post all videos to youtube channel and blog

Dec 11

+ Add task

☒ Create Bibliography

Oct 25 – Today

1 ↗

☒ Research Boy Band Topic

Oct 25

☒ Write Week 1 Blog Post

Oct 25

☒ Design Project Logo

Oct 25

☒ Create Task Management Plan

Oct 30

☒ Write Project Proposal

Oct 25

For the uploading section, it's the final few days before the project is due where I create the thumbnails and Youtube descriptions to make for a seamless upload.

✓ Completed

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Design Project Logo

Assignee

Unassigned

Due date

Oct 25

Projects

The Boy Band Breakdown

Completed ▾

Priority

—


Status

—

Description

Add more detail to this task...

+ Add subtask



TS

Taylor Sniffen created this task. 2 days ago

Taylor Sniffen added to [The Boy Band Breakdown](#). 2 days ago


Taylor Sniffen changed the due date to Oct 25. 2 days ago

✓

Taylor Sniffen marked this task complete. 2 days ago

TS

Taylor Sniffen 📎 attached 2 days ago



✓ Completed

👍 📎 🗑️ 🔗 ⋮ ➡️

Write Project Proposal

Assignee

Unassigned

Due date

Oct 25

Projects

The Boy Band Breakdown

Completed ▾

Priority

—


Status

—

Description

Add more detail to this task...

+ Add subtask

 Sniffen_Proposal.pdf

PDF - Download