GETTING STARTED: Establishing a Video Project Timeline

Time Management: Time management is often cited as the biggest obstacle to video making. The best way to establish a realistic timeline is to work *backwards* from the date that the project is due and estimate the amount of time participants can devote to each activity. This process will help determine the start date.

Estimating Time: Estimate the approximate amount of time you think will be needed for tasks within each phase and set milestones for completing those tasks. In your planning, be sure to include events such as vacations, testing schedules, and possible weather concerns that could be a factor. Keep in mind that typically there are multiple team members who are doing the work and whose schedules must be coordinated.

Keep a Log: Each team member should keep a daily or weekly log of their time and their activities. The project leader should review this information and adjust the Project Scope, if needed.

The table below is an example of estimated time needed for each phase of the project, based on a 2-3 member team. For additional team members, you would increase the estimated time.

Phase and Tasks (Estimate time needed)		Entire Project	Weekly	Daily
Planning and preparing (e.g. notifying parents, organizing your team, deciding on the topic)		1-2 weeks	2-3 hours	variable
Doing original research and collecting assets (e.g. images, videos, interviews)		1-2 weeks	5-8 hours	variable
Editing the assets to tell a compelling story.		1-2 week	3-5 hours	variable
Evaluation and assessment		1 week	variable	variable
Outreach and sharing		1 week	2-4 hours	variable
Other (e.g., grant writing, planning future projects)		optional	optional	optional
Estimated Total		5-8 weeks	12-20 hours	variable