Being organised in important during the development of a media based product. And to ensure my end if the tasks go to plan, I will be keeping a personal diary of daily happenings with the development of this product. Since I will have pre-production paperwork to complete I will also make a list of all tasks that need to be completed before development can move any further. All planning documents will be written in a Word document, and will be laid out in a bullet point manner, to be able to keep track of things more easily.