
Video curriculum : Something about me

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Video curriculum : <https://youtu.be/NYCtO0WvBkE>

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Abstract— This project focused on editing and organizing a videocurriculum as a real world project. A Work Breakdown Structure (WBS), Gantt chart, and risk analysis were utilized for effective management. The WBS provided a hierarchical breakdown of tasks, facilitating coordination. The Gantt chart aided in scheduling, resource allocation, and progress monitoring. The risk analysis identified and mitigated potential threats. By implementing these techniques, the project achieved efficiency and successful completion. This report presents a systematic approach for managing similar complex projects, offering valuable insights for future endeavors.

Keywords— Video curriculum • Project management • WBS • GANTT • SWOT • Risk analysis

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1. INTRODUCTION

In today's fast-paced and technologically driven world, the demand for innovative and engaging way to share the personal and working experiences has grown exponentially. Traditional forms are increasingly being supplemented or even replaced by digital resources that leverage the power of multimedia. Among these resources, video curriculum have emerged as a popular and effective alternative to the

traditional curriculum.

A video curriculum is a short video that provides a concise overview of a person's professional and educational background. The creation and management of a video curriculum, however, present unique challenges. It requires meticulous planning, organization, and project management skills to ensure the seamless editing and effective organization of the video content. Treating a video curriculum project as a complex endeavor can greatly enhance its success by providing a structured framework for its development.

This report focuses on the project management aspects of editing and organizing a video curriculum as if it were a real complex project. It emphasizes the importance of employing project management techniques such as a Work Breakdown Structure (WBS), a Gantt chart, and a risk analysis to ensure efficient execution and successful completion. By adopting these techniques, the project team can effectively navigate the complexities inherent in video curriculum development, resulting in a high-quality resource that meets the needs of recruiters.

2. WORK BREAKDOWN STRUCTURE (WBS)

The Work Breakdown Structure (WBS) is a fundamental project management tool that provides a hierarchical breakdown of tasks and deliverables within a project. In the context of video curriculum editing and organization, the WBS serves as a roadmap, delineating the various activities and subtasks involved in the project's execution. By breaking down the project into manageable components, the WBS enables effective coordination, resource allocation, and task management.

There are several types of WBS, including the deliverable-based, phase-based, and hybrid WBS. In this project, a phase-based WBS was utilized, as it is the most commonly used and intuitive type, because it organizes tasks according to the phases or stages of the project. It provides a high-level overview of the project's progression and helps in managing tasks sequentially.

The Work Breakdown Structure (WBS) of the project, depicted in Figure 1, was organized into three levels. Level 1 (green) represents the macro phases of the project, Level 2 (yellow) comprises the activities, and Level 3 (red) encompasses the sub-activities. The project phases were arranged in a temporal sequence to facilitate effective management of the activities. The project consisted of six macro-phases:

Requirement Analysis:

This phase involved identifying the specifications

imposed by the teacher for the video curriculum. Additionally, deadlines for delivery (17 June) and timelines for each project phase were established.

Project Organization:

During this phase, essential project management documents, including the WBS, GANTT chart, SWOT analysis, and risk analysis, were drafted.

Video Speech:

This phase encompassed selecting topics to be covered in the video curriculum and preparing the speech to be delivered. Corrections of pronunciation and grammatical errors were addressed.

Report:

The report phase involved defining the general structure, topics, and relevant sections of the report. This was followed by drafting the report and conducting a final revision.

Video Sharing:

During this phase, video sharing platforms were analyzed, considering privacy concerns, as the decision was made not to make the video curriculum public. The most suitable platform was chosen for sharing the video curriculum, which underwent a final review before completion.

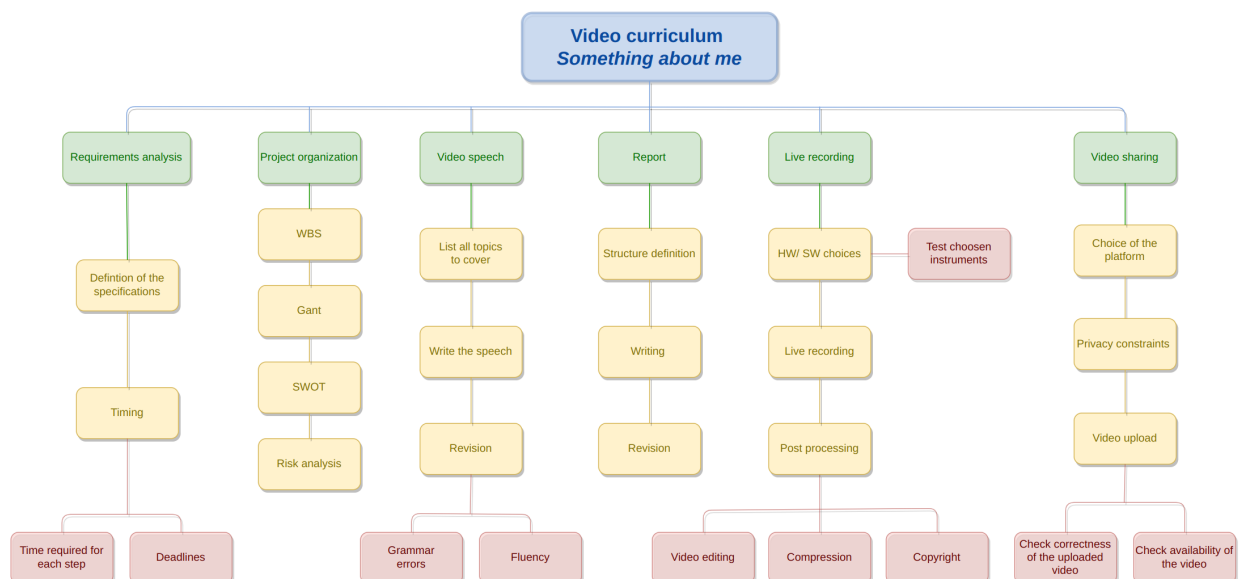


Fig. 1: WBS of the project

3. GANTT CHART

The Gantt chart is a widely adopted project management tool that provides a visual representation of project tasks, timelines, and dependencies.

In the context of the video curriculum editing and organization project, the Gantt chart played a critical role in planning, scheduling, and monitoring project progress. By visually illustrating the project timeline and task interdependencies, the Gantt chart facilitated effective coordination, resource allocation, and timely execution of project activities. Figure 2 presents the Gantt chart, which served as a visual representation of the project's timeline and activities. Each phase of the project was further divided into sub-phases, allowing for a granular breakdown of tasks and deliverables.

A key aspect of developing the Gantt chart was to ensure the seamless coordination of activities by respecting the dependencies between the various sub-phases. For instance, the video recording phase was scheduled to commence only after the text had been written and corrected. This approach aimed to streamline the workflow and promote efficient task progression, maximizing productivity and minimizing potential bottlenecks.

To provide a buffer for unforeseen challenges and

potential delays, the deadline was set to 28 May. This buffer period allowed for the mitigation of risks and provided an additional timeframe for addressing any unexpected obstacles that might arise.

4. SWOT ANALYSIS

The SWOT analysis is a widely used strategic planning tool that helps organizations assess their internal strengths and weaknesses, as well as external opportunities and threats. It provides a comprehensive framework for evaluating the current state of an organization or a project, identifying areas of advantage and areas that require improvement, and uncovering potential opportunities and challenges in the external environment.

SWOT is an acronym that stands for Strengths, Weaknesses, Opportunities, and Threats. Strengths and weaknesses refer to internal factors within the organization, such as resources, capabilities, processes, and performance. Opportunities and threats, on the other hand, are external factors that arise from the business environment, market trends, competition, or regulatory changes.

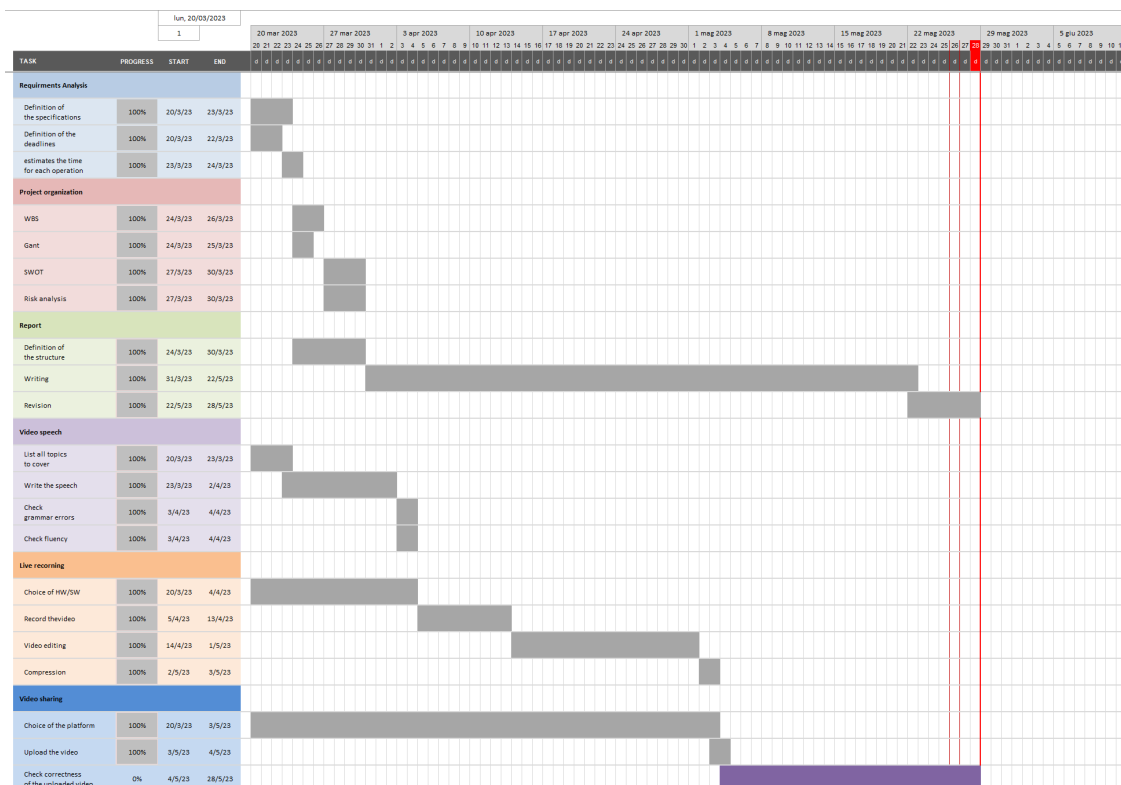


Fig. 2: Gantt chart



Fig. 3: SWOT analysis

The purpose of conducting a SWOT analysis is to gain a deeper understanding of the organization's position, make informed decisions, and develop strategies that leverage strengths, mitigate weaknesses, capitalize on opportunities, and mitigate threats. By systematically evaluating these four dimensions, organizations can align their resources and efforts to achieve their objectives and navigate through dynamic and competitive landscapes. Figure 3 presents the SWOT analysis of the video curriculum project.

5. RISK ANALYSIS

In any project, regardless of its nature or complexity, the presence of uncertainties and potential risks is inevitable. These risks can arise from various sources, such as technical challenges, resource limitations, external factors, or unforeseen events. To ensure successful project outcomes, it is crucial to proactively identify, assess, and mitigate these risks. This is where risk analysis plays a vital role. Risk analysis is a systematic process that involves identifying potential risks, evaluating their probability of occurrence and potential impact, and developing strategies to mitigate or manage them effectively. By conducting a comprehensive risk analysis, project teams can enhance their

understanding of the project's vulnerabilities and proactively address potential obstacles that may impede progress or success.

a. Negative risks

In any project, there are inherent uncertainties and potential events that may have adverse effects on its successful completion. These events, commonly referred to as risks, can range from unexpected obstacles to external factors beyond the project team's control. It is crucial to identify and assess these negative risks proactively to develop appropriate strategies for their mitigation or contingency. Negative risk analysis is a systematic approach that aims to identify, evaluate, and manage potential risks that may impact the project's objectives negatively. This analysis focuses on anticipating and addressing potential threats to minimize their potential negative consequences.

For each identified risk, a comprehensive assessment was conducted to determine both its probability of occurrence and the potential impact it could have on the project. By quantifying the likelihood and magnitude of the risks, the project team could effectively allocate resources and develop mitigation strategies accordingly.

Figure 4 provides a graphical representation of the negative risk analysis conducted for the project. It showcases the identified risks along with their associated probability, impact levels and actions that can be taken to prevent or solve it. This visual analysis served as a valuable tool for the project team to gain a comprehensive understanding of the risk landscape and prioritize their efforts in risk mitigation and contingency planning.

Negative risks :

Threats	Probability	Effect on project	Action
New projects	HIGH	HIGH	Prevent it anticipating the deadlines, in order to have much more time in case of multiple projects
Bad weather conditions	MEDIUM	MEDIUM	Record the video as soon as the weather is good
Noisy environment	MEDIUM	MEDIUM	Record the video as soon as the environment is noiseless or reduce it through video processing tools
HW failure	LOW	HIGH	Buy a new computer or ask to friend to use its pc
Net failure	LOW	LOW	Change the connection
Health problems	LOW	HIGH	Postpone the deadlines
Limited memory space on device	LOW	MEDIUM	Delete some files, after making a backup
Data loss	LOW	HIGH	prevent with daily backup

HIGH
MEDIUM
LOW

Fig. 4: Negative risk analysis

b. Positive risks

While risks are often associated with negative outcomes, it is important to recognize that not all risks are detrimental. Positive risks, also known as opportunities, present favorable circumstances that can lead to project enhancements, improved outcomes, and increased value. Conducting a positive risk analysis allows project teams to identify and capitalize on these opportunities, maximizing the project's potential for success.

An analysis was conducted not only for negative risks but also for positive risks, aiming to assess their probability of occurrence, potential impact on the project, and identify actions to maximize their benefits (Figure 5). By proactively addressing positive risks, the project team aimed to exploit opportunities that could enhance project outcomes. The analysis provided insights into the likelihood of positive events, their potential influence, and enabled the formulation of strategies to capitalize on them effectively.

Positive risks :

Opportunities	Probability	Effect on project	Action
Get 12 credits of the course	HIGH	HIGH	do my best and try to apply what we studied during the lessons
Find a interesting job	HIGH	HIGH	Try to be as persuasive, clear and creative as i can
Acquire knowledge in project management	MEDIUM	HIGH	Understanding the reasons behind every strategies that i used in this project
Acquire knowledge in multimedia processing	MEDIUM	MEDIUM	Search on internet how to work with the choosen project management tools
Enrich my social communication	LOW	LOW	No Action
Useful data creation	MEDIUM	MEDIUM	Tell things that are not written in the classic CV
Share my personal experiences	MEDIUM	LOW	No Action

HIGH
MEDIUM
LOW

Fig. 5: Positive risk analysis

6. VIDEO CREATION AND EDITING

The video was captured using an iPhone 13, utilizing its 4K resolution and 60 frames per second (fps) capability to ensure high-quality footage. Multiple video clips were shot and later merged and edited using Filmora video editing software for seamless transitions and desired visual effects.

To optimize the video for streaming purposes, it was exported in MP4 format at a resolution of 1080p and 30 fps, striking a balance between quality and file size.

It is worth noting that all media files used in the video were obtained from reputable sources that provide free and non-copyrighted content. However, it is important to mention that the background music used in the video has certain usage restrictions. It cannot be sold or distributed as a standalone product in either digital or physical form, and care was taken to ensure it is not used in a misleading or deceptive manner.

7. CONCLUSIONS

In conclusion, the completion of this project highlights the significance of effective project management and adaptability when faced with challenges. Despite encountering delays during the video recording phase due to a lack of experience and difficulties in the editing phase with the software, the project was successfully accomplished within the imposed deadlines.