

[SHORT FILM COMPETITION – INCREDIBLE INDIA: A DOCUMENTARY]

**TERM ASSIGNMENT: INFO20172 PROJECT
MANAGEMENT FOR INFORMATION TECHNOLOGY**

**By- Smart Developers
For Professor – Andy Pak
Date- 06-August. 2015**

Team members -

- Hiral Mehta
- Aditya Luthra
- Gurdev Singh
- Gotam Bhaat

Following deliverables are included in the report

- ✓ ¶Project Charter
- ✓ ¶Scope Statement
- ✓ ¶WBS – List Form
- ✓ ¶Initial Gantt chart
- ✓ ¶SMART paper
- ✓ ¶Milestone Report
- ✓ ¶Calendar
- ✓ ¶Final Gantt chart
- ✓ ¶Cost estimate

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PROJECT CHARTER (PART 1)

Project Title: Incredible India – a documentary

Project Start Date: September 1, 2015

Projected Finish Date: July 1, 2016

Budget Allocation: \$5000 + unlimited Volunteer work

Goals:

- Produce the Digital film “Incredible India” for a short film contest
- Gain experience in Digital animation industry
- Expand knowledge of project management principles and its practical application
- Learn how to work in and as a team

Project Managers:

1. Hiral Mehta
2. Gotam Bhagat
3. Gurdev Singh Dahiya
4. Aditya Luthra

Stake holders' roles and responsibilities (Stakeholder register):

Internal Stake holders			
Project role	Name	Position	Contact Information
Lead Technical Person	Alex Deang	Sponsor	alexDeang@hotmail.com
Develop the Script	Dana Halston	Script Writer	DanaHalston@hotmail.com
Help with the story	Carlos Forth	Dana 's Assistant	CarlosForth@hotmail.com
Artwork	Sophie Larsson	Artwork Manager	SophieLarsson@gmail.com
Voice & Recording	Jake Doles	Dana 's Assistant	JaleDoles@yahoo.ca
Put together Music for film	Scott Freiberg	Music Composer	ScottFreiberg@hotmail.com
Marketing/Other business aspects	Caroline Hemon	Marketing Manager	CarolineHemon@hotmail.com
Overall project management	Hiral Mehta	Project Manager	hiralmehta@gmail.com
Overall project management	Gotam Bhagat	Project Manager	gotambhagat@yahoo.com
Overall project management	Gurdev Singh Dahiya	Project Manager	gurdevdahiya@hotmail.com
Overall project management	Aditya Luthra	Project Manager	adityaluthra@mail.com
External Stake holders			
MicroSoft (software supplier)	John Wang	Software supplier	john@microsoft.com
Google (server supplier)	Mark Bugg	Server supplier	mark@google.com
Team Smart	Yan Juang	Competitor	yan@hotmail.com

SCOPE STATEMENT (PART 2)

Project Title: Incredible India – a documentary

Date: July 25, 2015

Prepared by: Smart Developers

Project Goal: The project is to create a digital animated film on India by July 1 2016 to participate and win a short film contest by independent film production company.

- Produce the Digital film “Incredible India” for a short film contest
- Gain experience in Digital animation industry
- Expand knowledge of project management principles and its practical application
- Learn how to work in and as a team

Product Characteristics:

1. Film has to be finished in 10 months
2. Film should be of length around 2 to 5 minutes
3. Film should be suitable for audience under 17 years
4. Film should be in digital form so computer animation is must
5. Four characters are there in the film
6. Three songs with 1 minute of background music

Product Requirements:

1. \$5,000 budget
2. Graphic Designers
3. Hardware and Software and especially animation software in computer.
4. Volunteers
5. Four actors for their voices
6. Music composer for three songs and background music

Summary of Project Deliverables

Project management-related deliverables:

1. Team contract
2. Project charter
3. Project scope statement
4. WBS (Work Breakdown Structure)
5. Project time management using Gantt chart

6. Project Cost management
7. Status report
8. Final project report in word document
9. Lesson learned report

Product-related deliverables:

1. Budgets and Scheduling
2. Script/Story
3. Dialogues
4. Music Notes
5. Software code and Hardware requirements
6. Final digital film

WORK BREAK DOWN STRUCTURE (PART 2)

1. Planning

- 1.1. Staff meeting number 1
- 1.2. Staff meeting number 2
- ma 1.3. Staff meeting number 3
- 1.4. Staff meeting number 4

2. Initiation-Preproduction

- 2.1. Developing the Script
- 2.2. Reviewing the Script
- 2.3. Script analysis and planning
- 2.4. Reserving gears (camera/ sound kit/software)

3. Execution- Film Production

- 3.1. Discussing and succeeding storyboards
- 3.2. Storyboard scene number 1 and 2
- 3.3. Storyboard scene number 3 and 4
- 3.4. Storyboard scene number 5 and 6
- 3.5. Storyboard scene number 7 and 8
- 3.6. Storyboard scene number 9 and 10

4. Execution- Film Animation

- 4.1. Animate scene number 1 and 2
- 4.2. Animate scene number 3 and 4
- 4.3. Animate scene number 5 and 6
- 4.4. Animate scene number 7 and 8
- 4.5. Animate scene number 9 and 10

5. Closing- Post Production

- 5.1. Record Shots/film
- 5.2. Record story
- 5.3. Cut edit scenes using software
- 5.4. Finalize cut editing
- 5.5. Hold Formal approval showing for staff
- 5.6. Record Final story
- 5.7. Adding credits/titles in the beginning
- 5.8. Finalizing Music/sound and adding it
- 5.9. Archive master film and audio tape
- 5.10. Hand off masters to Alex Deang

INITIAL GANTT CHART (PART 2)

	i	Task Mode ▾	Task Name ▾	Duration ▾	Start ▾	Finish ▾	Predecessors ▾	Resource Names	26 Jul '15		
									S	S	M
1		★?	▲ Short film project - Incredible India								
2		★?	▲ 1. Planning								
3		★?	1.1. Staff meeting number 1								
4		★?	1.2. Staff meeting number 2								
5		★?	1.3. Staff meeting number 3								
6		★?	1.4. Staff meeting number 4								
7		★?	▲ 2. Initiation-Preproduction								
8		★?	2.1. Developing the Script								
9		★?	2.2. Reviewing the Script								
10		★?	2.3. Script analysis and planning								
11		★?	2.4. Reserving gears (camera/ sound kit/software)								
12		★?	▲ 3. Execution- Film Production								
13		★?	3.1. Discussing and succeeding storyboards								
14		★?	3.2. Storyboard scene number 1 and 2								
15		★?	3.3. Storyboard scene number 3 and 4								
16		★?	3.4. Storyboard scene number 5 and 6								
17		★?	3.5. Storyboard scene number 7 and 8								
18		★?	3.6. Storyboard scene number 9 and 10								

	i	Task Mode ▾	Task Name ▾	Duration ▾	Start ▾	Finish ▾	Predecessors ▾	Resource Names	26 Jul '15			16 Aug '15			0
									S	S	M	T	W	T	
19		★?	▲ 4. Execution- Film Animation												
20		★?	4.1. Animate scene number 1 and 2												
21		★?	4.2. Animate scene number 3 and 4												
22		★?	4.3. Animate scene number 5 and 6												
23		★?	4.4. Animate scene number 7 and 8												
24		★?	4.5. Animate scene number 9 and 10												
25		★?	▲ 5. Closing- Post Production												
26		★?	5.1. Record Shots/film												
27		★?	5.2. Record story												
28		★?	5.3. Cut edit scenes using software												
29		★?	5.4. Finalize cut editing												
30		★?	5.5. Hold Formal approval showing for staff												
31		★?	5.6. Record Final story												
32		★?	5.7. Adding credits/titles in the beginning												
33		★?	5.8. Finalizing Music/sound and adding it												
34		★?	5.9. Archive master film and audio tape												
35		★?	5.10. Hand off masters to Alex Deang												

SMART REPORT (PART 3)



We encouraged our group members to pick up a pen and a piece of paper and jot down the goals we want to reach. Look at each goal and evaluate it. Make any changes necessary to ensure it meets the criteria for a SMART goals that is :

- **S = Specific**
- **M = Measurable**
- **A = Attainable**
- **R = Realistic**
- **T = Time-Bound**

SMART Goals

Specific

- Well defined
- Clear to anyone that has a basic knowledge of the project

Measurable

- Know if the goal is obtainable and how far away completion is
- Know when it has been achieved

Agreed Upon

- Agreement with all the stakeholders what the goals should be

Realistic

- Within the availability of resources, knowledge and time

Time Based

- Enough time to achieve the goal
- Not too much time, which can affect project performance

Strategies we used to achieve our Goals

- We Aligned our goals with our values and Set goals which were meaningful to us and be clear about the consequences of our outcome.
- Assemble everything we need before we need it. This prep work is vital in eliminating the frustrating and time consuming "running around" which could have derail our progress later on.
- **Complete at least one action per day.** We knew that Consistent actions will propel you towards your goal. Even choosing a small task will make a dent in your to-do list and may motivate you to do even more. So we tried to Complete at least one Action per day.
- **Minimize potential challenges.** There were 3 key ways we kept in mind to prevent overconfidence and poor planning from creating obstacles down the line:
 - Create a complete, measurable, action plan which includes all the steps necessary to achieve your goal. Don't forget due dates for each step.
 - Incorporate all your actions into your schedule. Add them to your calendar with anywhere from 10-20% flextime to help you control any unexpected delays.
 - Regularly evaluate your progress. You may need to make changes or adjustments as your project takes shape. Anticipate them so you won't get blind-sided.

MILESTONE REPORT (PART 3)

MILESTONE	DATE	STATUS	RESPONSIBLE	COMMENT
Planning				
Staff Meeting Completed	04-Sep-2015	Completed	Lead technical person	
Initiation				
Script Finalized	07-Sep-15	Completed	Script writer	
Preproduction Complete	08-Oct-15	Completed	Project manager	Reviewed by Lead technical person
Execution				
Storyboard Completed	05-Nov-15	Completed	Artwork manager	
Computer Animation	23-Dec-15	Completed	Dana's recording assistant	
Recording Completed	08-Jan-16	Completed	Dana's recording assistant	
Initial screening & Staff Approval Complete	25-Mar-16	Completed	Project Manager	Reviewed by Lead technical person
Final Screening & project completed	28-June-16	Completed	Project Manager	

CALENDAR (PART 3)

Task Name	Duration	Start	Finish
1. Planning	4 days	Tue 01-09-15	Fri 04-09-15
1.1. Staff meeting number 1	1 day	Tue 01-09-15	Tue 01-09-15
1.2. Staff meeting number 2	1 day	Wed 02-09-15	Wed 02-09-15
1.3. Staff meeting number 3	1 day	Thu 03-09-15	Thu 03-09-15
1.4. Staff meeting number 4	1 day	Fri 04-09-15	Fri 04-09-15
Staff Meeting Completed	0 days	Fri 04-09-15	Fri 04-09-15
2. Initiation-Preproduction	24 days	Mon 07-09-15	Thu 08-10-15
2.1. Developing the Script	5 days	Mon 07-09-15	Fri 11-09-15
2.2. Reviewing the Script	5 days	Mon 14-09-15	Fri 18-09-15
2.3. Script analysis and planning	5 days	Mon 21-09-15	Fri 25-09-15
2.4. Reserving gears (camera/ sound kit/software)	9 days	Mon 28-09-15	Thu 08-10-15
Preproduction Complete	0 days	Thu 08-10-15	Thu 08-10-15
3. Execution- Film Production	27 days	Tue 29-09-15	Thu 05-11-15
3.1. Discussing and succeeding storyboards	5 days	Tue 29-09-15	Mon 05-10-15
3.2. Storyboard scene number 1 and 2	4 days	Mon 19-10-15	Thu 22-10-15
3.3. Storyboard scene number 3 and 4	2 days	Fri 23-10-15	Mon 26-10-15
3.4. Storyboard scene number 5 and 6	3 days	Tue 27-10-15	Thu 29-10-15
3.5. Storyboard scene number 7 and 8	1 day	Fri 30-10-15	Fri 30-10-15
3.6. Storyboard scene number 9 and 10	3 days	Mon 02-11-15	Wed 04-11-15
Storyboard Complete	0 days	Thu 05-11-15	Thu 05-11-15

4. Execution- Film Animation	12 days	Fri 06-11-15	Mon 23-11-15
4.1. Animate scene number 1 and 2	2 days	Fri 06-11-15	Mon 09-11-15
4.2. Animate scene number 3 and 4	3 days	Tue 10-11-15	Thu 12-11-15
4.3. Animate scene number 5 and 6	2 days	Fri 13-11-15	Mon 16-11-15
4.4. Animate scene number 7 and 8	3 days	Tue 17-11-15	Thu 19-11-15
4.5. Animate scene number 9 and 10	2 days	Fri 20-11-15	Mon 23-11-15
Computer Animation Complete	0 days	Mon 23-11-15	Mon 23-11-15
5. Closing- Post Production	156 days	Tue 24-11-15	Tue 28-06-16
5.1. Record Shots/film	20 days	Tue 24-11-15	Mon 21-12-15
5.2. Record story	14 days	Tue 22-12-15	Fri 08-01-16
5.3. Cut edit scenes using software	25 days	Mon 11-01-16	Fri 12-02-16
5.4. Finalize cut editing	11 days	Mon 15-02-16	Mon 29-02-16
5.5. Hold Formal approval showing for staff	19 days	Tue 01-03-16	Fri 25-03-16
5.6. Record Final story	16 days	Mon 28-03-16	Mon 18-04-16
5.7. Adding credits/titles in the beginning	1 day	Wed 20-04-16	Wed 20-04-16
5.8. Finalizing Music/sound and adding it	17 days	Thu 21-04-16	Fri 13-05-16
5.9. Archive master film and audio tape	32 days	Sat 14-05-16	Mon 27-06-16
5.10. Hand off masters to Alex Deang	1 day	Tue 28-06-16	Tue 28-06-16
Project Completed	0 days	Tue 28-06-16	Tue 28-06-16

CALENDER WITH GRAPHICAL VIEW (PART 3)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	31	01 Sep	02	03	04	05
		1.1. Staff meeting numb	1.2. Staff meeting numb	1.3. Staff meeting numb	1.4. Staff meeting numb Staff Meeting Complete	
06	07	08	09	10	11	12
		2.1. Developing the Script, 5 days				
13	14	15	16	17	18	19
		2.2. Reviewing the Script, 5 days				
20	21	22	23	24	25	26
		2.3. Script analysis and planning, 5 days				
					Script Finalized, 0 days	
27	28	29	30	01 Oct	02	03
		2.4. Reserving gears (camera/ sound kit/software), 9 days				
		3.1. Discussng and succeeding storyboards, 5 days				
04	05	06	07	08	09	10
	2.4. Reserving gears (camera/ sound kit/software), 9 days					
3.1. Discussing and succeeding storyboards, 5 days			Preproduction Complete			

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
11	12	13	14	15	16	17
18	19	20	21	22	23	24
	3.2. Storyboard scene number 1 and 2, 4 days				3.3. Storyboard scene number 3 and 4, 2 days	
25	26	27	28	29	30	31
3.3. Storyboard scene number 3 and 4, 2 days		3.4. Storyboard scene number 5 and 6, 3 days			3.5. Storyboard scene n	
01 Nov	02	03	04	05	06	07
	3.6. Storyboard scene number 9 and 10, 3 days			Storyboard Complete, 0	4.1. Animate scene number 1 and 2, 2 days	
08	09	10	11	12	13	14
4.1. Animate scene number 1 and 2, 2 days		4.2. Animate scene number 3 and 4, 3 days			4.3. Animate scene number 5 and 6, 2 days	
15	16	17	18	19	20	21
4.3. Animate scene number 5 and 6, 2 days		4.4. Animate scene number 7 and 8, 3 days			4.5. Animate scene number 9 and 10, 2 days	

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
22	23	24	25	26	27	28
4.5. Animate scene number 9 and 10, 2 days		5.1. Record Shots/film, 20 days				
	Computer Animation Co					
29	30	01 Dec	02	03	04	05
		5.1. Record Shots/film, 20 days				
06	07	08	09	10	11	12
		5.1. Record Shots/film, 20 days				
13	14	15	16	17	18	19
		5.1. Record Shots/film, 20 days				
20	21	22	23	24	25	26
5.1. Record Shots/film, 20 days		5.2. Record story, 14 days				
27	28	29	30	31	01 Jan	02
		5.2. Record story, 14 days				

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
03	04	05	06	07	08	09
	5.2. Record story, 14 days				Recording completed, 0	
10	11	12	13	14	15	16
	5.3. Cut edit scenes using software, 25 days					
17	18	19	20	21	22	23
	5.3. Cut edit scenes using software, 25 days					
24	25	26	27	28	29	30
	5.3. Cut edit scenes using software, 25 days					
31	01 Feb	02	03	04	05	06
	5.3. Cut edit scenes using software, 25 days					
07	08	09	10	11	12	13
	5.3. Cut edit scenes using software, 25 days					

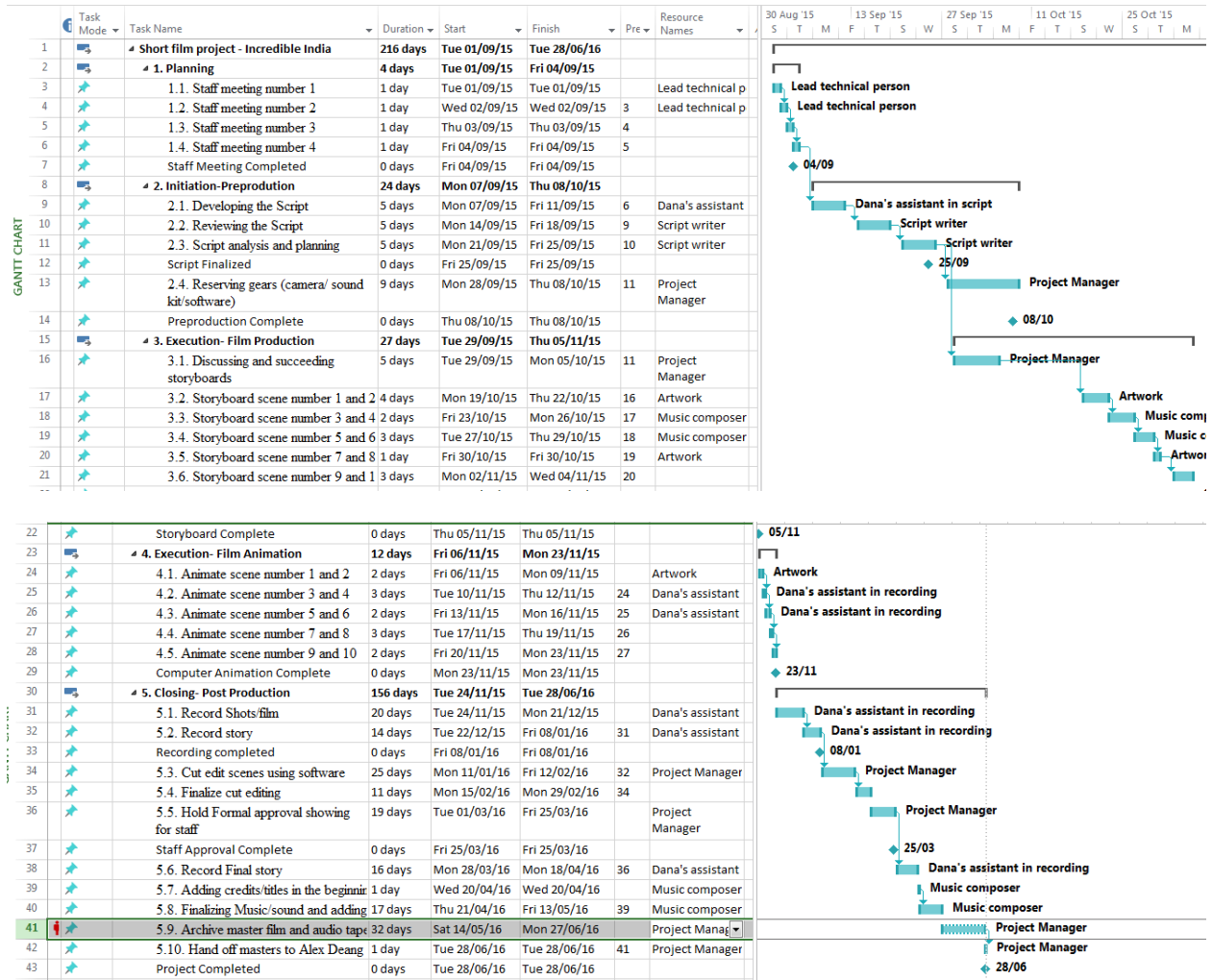
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
14	15	16	17	18	19	20
	5.4. Finalize cut editing, 11 days					
21	22	23	24	25	26	27
	5.4. Finalize cut editing, 11 days					
28	29	01 Mar	02	03	04	05
5.4. Finalize cut editing, 11 days		5.5. Hold Formal approval showing for staff, 19 days				
06	07	08	09	10	11	12
	5.5. Hold Formal approval showing for staff, 19 days					
13	14	15	16	17	18	19
	5.5. Hold Formal approval showing for staff, 19 days					
20	21	22	23	24	25	26
	5.5. Hold Formal approval showing for staff, 19 days					
					Staff Approval Complete	

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	29	30	31	01 Apr	02
	5.6. Record Final story, 16 days					
03	04	05	06	07	08	09
	5.6. Record Final story, 16 days					
10	11	12	13	14	15	16
	5.6. Record Final story, 16 days					
17	18	19	20	21	22	23
5.6. Record Final story, 16 days		5.7. Adding credits/title		5.8. Finalizing Music/sound and adding it, 17 days		
24	25	26	27	28	29	30
	5.8. Finalizing Music/sound and adding it, 17 days					
01 May	02	03	04	05	06	07
	5.8. Finalizing Music/sound and adding it, 17 days					

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
08	09	10	11	12	13	14
	5.8. Finalizing Music/sound and adding it, 17 days					5.9. Archive master film a
15	16	17	18	19	20	21
	5.9. Archive master film and audio tape, 32 days					
22	23	24	25	26	27	28
	5.9. Archive master film and audio tape, 32 days					
29	30	31	01 Jun	02	03	04
	5.9. Archive master film and audio tape, 32 days					
05	06	07	08	09	10	11
	5.9. Archive master film and audio tape, 32 days					
12	13	14	15	16	17	18
	5.9. Archive master film and audio tape, 32 days					

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
19	20	21	22	23	24	25
	5.9. Archive master film and audio tape, 32 days					
26	27	28	29	30	01 Jul	02
5.9. Archive master film and audio tape, 32 days		5.10. Hand off masters				
		Project Completed, 0 de				

FINAL GANTT CHART (PART 3)



COST TABLE (PART 4)

Cost given:

Special software - \$2,000

Food expense - \$100 / month

Misc. expense - \$50 / month

Hours given:

Alex (Lead technical person) – around 20 hrs / week

Project Managers – 5 hrs / week max

Our assumption:

We require some hardwares to finish the project so we have first allocated some money to that hardware – servers and mobile devices which is around \$960.

After that whatever left, we have distributed among project team members so that there is no money left from initial \$5000 budget.

Overall Cost	time spent /day	Total units	Cost	Subtotals	Totals	% of Total
	Total days = 216					
Project Management					540	10.80%
4 Project Managers	1 hr	216 hrs	nil			
Lead technical person	4 hr	864 hrs	nil			
Project Team members	0.5 hr	108 hrs	\$5/hr	540		
Hardware					960	19.20%
Handheld devices				460		
Servers				500		
Software					2000	40.00%
Licensed Software				2000		
Software Upgrading						
Food		10 months	\$100/month	1000	1000	20.00%

Other Expenses		10 months	\$50/month	500	500	10.00%
WBS						
1. Planning						
1.1. Staff meeting number 1	1 day					
1.2. Staff meeting number 2	1 day					
1.3. Staff meeting number 3	1 day					
1.4. Staff meeting number 4	1 day					
2. Initiation-Preproduction						
2.1. Developing the Script	5 days					
2.2. Reviewing the Script	5 days					
2.3. Script analysis and planning	5 days					
2.4. Reserving gears (camera/ sound kit/software)	9 days					
3. Execution- Film Production						
3.1. Discussing and succeeding storyboards	5 days					
3.2. Storyboard scene number 1 and 2	4 days					
3.3. Storyboard scene number 3 and 4	2 days					
3.4. Storyboard scene number 5 and 6	3 days					
3.5. Storyboard scene number 7 and 8	1 day					
3.6. Storyboard scene number 9 and 10	3 days					
4. Execution- Film Animation						
4.1. Animate scene number 1 and 2	2 days					

4.2. Animate scene number 3 and 4	3 days					
4.3. Animate scene number 5 and 6	2 days					
4.4. Animate scene number 7 and 8	3 days					
4.5. Animate scene number 9 and 10	2 days					
5. Closing- Post Production						
5.1. Record Shots/film	20 days					
5.2. Record story	14 days					
5.3. Cut edit scenes using software	25 days					
5.4. Finalize cut editing	11 days					
5.5. Hold Formal approval showing for staff	19 days					
5.6. Record Final story	16 days					
5.7. Adding credits/titles in the beginning	1 day					
5.8. Finalizing Music/sound and adding it	17 days					
5.9. Archive master film and audio tape	32 days					
5.10. Hand off masters to Alex Deang	1 day					