Name:

R081: Planning Pre-Production

Α	Target Audience	D Planning: Key Vocab				
	Categories	Accessibility	The quality of being easily used by people with disabilities			
1	Gender	Work flow	The order the tasks have to be done in			
2	Age	Milestone	A significant stage in a project, when a section is completed			eg "All assets collected"
3	Ethnicity	Contingency	Time set aside for if parts of the project run over schedule			
4	Income	Asset	An individual part of a final product			eg images, logos, sound
5	Location					files, text etc
6	Accessibility	Resource	Something used to create an asset			eg laptop, Publisher etc
В	Work Plan	Primary	Research collected directly by the person using it.			eg questionnaires,
1	Task	source				meetings, etc
2	Activity	Secondary	Research collected indirectly by the person using it.			eg published reports,
3	Work flow	source				papers, websites etc
4	Timescale	User	What the client wants from the product			eg "Must appeal to 20-
5	Resource	requirement				30 year old men"
6	Milestone	Constraint	Something that cannot happen			eg cost less than £3,000
7	Contingency	Digitise	Digitise Make a digital copy of a physical thing		eg scan a drawing	
C House Style Hardw		Hardware	Physical resources			eg scanner, laptop
1	Fonts	Software	Computer programs which are used as resources		eg Publisher, GIMP	
2	Colour schemes	House style	, , , , , , , , , , , , , , , , , , , ,			eg Calibri, size 11, bold for
3	Logos		ensure consistency titles, italics for exam			titles, italics for examples
4	Design styles	Е	Software			
	Image editing		g (photo)	Photoshop, GIMP, Publisher	eg visualisation, image assets, moodboard	
Image editir		Image editing	(vector)	Illustrator, InkScape	eg visualisation, logo design, graphics	
Word pr		Word process	sing Word, Google Docs eg scripts, docum		entation	
Pı		Presentation software		Powerpoint, Google Slides	eg visualisation diagram, moodboard	