

Name:

R081: Planning Pre-Production

A		Target Audience Categories
1	Gender	
2	Age	
3	Ethnicity	
4	Income	
5	Location	
6	Accessibility	
B		Work Plan
1	Task	
2	Activity	
3	Work flow	
4	Timescale	
5	Resource	
6	Milestone	
7	Contingency	
C		House Style
1	Fonts	
2	Colour schemes	
3	Logos	
4	Design styles	
D		Planning: Key Vocab
Accessibility		The quality of being easily used by people with disabilities
Work flow		The order the tasks have to be done in
Milestone		A significant stage in a project, when a section is completed
Contingency		Time set aside for if parts of the project run over schedule
Asset		An individual part of a final product
Resource		Something used to create an asset
Primary source		Research collected directly by the person using it.
Secondary source		Research collected indirectly by the person using it.
User requirement		What the client wants from the product
Constraint		Something that cannot happen
Digitise		Make a digital copy of a physical thing
Hardware		Physical resources
Software		Computer programs which are used as resources
House style		A set of rules for how documents or products will appear to ensure consistency
E		Software
Image editing (photo)		Photoshop, GIMP, Publisher
Image editing (vector)		Illustrator, InkScape
Word processing		Word, Google Docs
Presentation software		Powerpoint, Google Slides