

This file contains Episode production summary, checklists and timelines implemented on Your Digital mentor Podcast.

1. Production Summary
2. Checklist by task
3. Checklist by Episode

## 1. Production Summary

Phase	Steps	Time	Role
Pre-production	Researching and writing, script preparation, documenting sources	6-8 hrs	Producer
	Guest liaison, invitation, scheduling and preparations	1 hr	Producer
	Consent and biogs	1 hr	Guest, Producer
Recording	Recording set-up	15 mins	Guest, Producer/ co-Producer, Editor
	Recording	1 hr	Guest, Producer/ co-Producer, Editor
	Post-recording - saving files	15 mins	Producer/ Editor
Post-recording	Editing	6-8 hrs	Editor
	Social media clips, other visuals	2 hrs	Editor
	Reviewing edited version	1 hr	Producer
	Editing episode description, fact sheet	0.5 hr	Producer
	Uploading and publishing	1 hr	Producer
	Graphics for episode promo	1hr	Producer
Distribution and promotion	Posting on social media and other platforms	1 hr	Marketing team and Producer, Guest
	Writing and publishing a blog	3-5 hrs	Producer

Stage	Task	Assigned to	Ep1		Ep2		Ep3		Ep4		Ep5		Ep6		Ep7		Ep8		Ep9		Ep10		Bonus	
Pre-recording	Episode research	Producer	30 May	✓	30 May	✓	30 May	✓	30 May	✓	14-Jun	✓	14-Jun	✓	14-Jun	✓	14-Jun	✓	14-Jun	✓	14-Jun	✓	22-Sep	✓
	Guests invited	Producer	01-Jun	✓	01-Jun	✓	01-Jun	✓	01-Jun	✓	15-Jun	✓	15-Jun	✓	29-Jun	✓	29-Jun	✓	29-Jun	✓	29-Jun	☐	29-Sep	✓
	Guests secured & dates agreed	Producer	30-Jun	✓	30-Jun	✓	30-Jun	✓	30-Jun	✓	13-Jul	✓	13-Jul	✓	20-Jul	✓	20-Jul	✓	20-Jul	✓	03-Aug	☐	26-Oct	✓
	Calendar invitations sent	MV	30-Jun	✓	30-Jun	✓	30-Jun	✓	30-Jun	✓	13-Jul	✓	13-Jul	✓	20-Jul	✓	20-Jul	✓	20-Jul	✓	03-Aug	☐	26-Oct	✓
	Talent release form signed	Producer	07-Jul	✓	15-Jul	✓	21-Jul	✓	21-Jul	✓	04-Aug	✓	11-Aug	✓	19-Aug	✓	24-Aug	✓	01-Sep	✓	03-Sep	☐	15-Nov	☐
	Biogs received	Producer	07-Jul	✓	15-Jul	✓	21-Jul	✓	21-Jul	✓	04-Aug	✓	11-Aug	☐	19-Aug	✓	24-Aug	✓	01-Sep	✓	03-Sep	☐	15-Nov	☐
	Pre-recording instructions, final email	Producer, Editor	14-Jul	✓	22-Jul	✓	28-Jul	✓	29-Jul	✓	11-Aug	✓	18-Aug	✓	27-Aug	✓	31-Aug	✓	07-Sep	✓	09-Sep	☐	22-Nov	☐
Recording	Pre-recording instructions	Editor	21-Jul	✓	29-Jul	✓	04-Aug	✓	05-Aug	✓	18-Aug	✓	25-Aug	✓	02-Sep	✓	07-Sep	✓	14-Sep	✓	16-Sep	☐	29-Nov	☐
	Recording the episode	Producer/Host	21-Jul	✓	29-Jul	✓	04-Aug	✓	05-Aug	✓	18-Aug	✓	25-Aug	✓	02-Sep	✓	07-Sep	✓	14-Sep	✓	16-Sep	☐	29-Nov	☐
	Send recordings to Editor	Producer/Host	21-Jul	✓	29-Jul	✓	04-Aug	✓	05-Aug	✓	18-Aug	✓	25-Aug	✓	02-Sep	✓	07-Sep	✓	14-Sep	✓	16-Sep	☐	29-Nov	☐
Post-recording	Episode editing	Editor	28-Jul	✓	12-Aug	✓	18-Aug	✓	19-Aug	✓	01-Sep	✓	08-Sep	✓	16-Sep	✓	21-Sep	✓	28-Sep	✓	30-Sep	☐	13-Dec	☐
	Graphics for episode promotion	Graphic designer	21-Jul	✓	29-Jul	✓	04-Aug	✓	05-Aug	✓	18-Aug	✓	25-Aug	✓	02-Sep	✓	07-Sep	✓	14-Sep	✓	16-Sep	☐	29-Nov	☐
	Social media clips	Editor	28-Jul	✓	12-Aug	✓	18-Aug	✓	19-Aug	✓	01-Sep	✓	08-Sep	✓	16-Sep	✓	21-Sep	✓	28-Sep	✓	30-Sep	☐	13-Dec	☐
	Review and approve episode edit	Producer	04-Aug	✓	18-Aug	✓	02-Sep	✓	15-Sep	✓	30-Sep	✓	13-Oct	✓	28-Oct	✓	11-Nov	✓	24-Nov	✓	08-Dec	☐	12-Jan	☐
	Complete, review episode fact sheet	Host	04-Aug	✓	18-Aug	✓	02-Sep	✓	15-Sep	✓	30-Sep	✓	13-Oct	✓	28-Oct	✓	11-Nov	✓	24-Nov	✓	08-Dec	☐	12-Jan	☐
	Upload Soundcloud/Simplecast/YouTube	Producer	11-Aug	✓	25-Aug	✓	08-Sep	✓	22-Sep	✓	06-Oct	✓	20-Oct	✓	03-Nov	✓	17-Nov	✓	01-Dec	✓	15-Dec	☐	19-Jan	☐
	Promotion scheduled for release	Marketing lead	11-Aug	✓	25-Aug	✓	08-Sep	✓	22-Sep	✓	06-Oct	✓	20-Oct	✓	03-Nov	✓	17-Nov	✓	01-Dec	✓	15-Dec	☐	19-Jan	☐
	Release Day		Aug 18th	✓	Sep 1st	✓	Sep 15th	✓	Sep 29th	✓	Oct 13	✓	Oct 27	✓	Nov 10th	✓	Nov 24th	✓	Dec 8th	✓	Dec 22	☐	Jan 26	☐
Producer/Host in charge			NM		PB		CM		ER		NM		PB		CM		ER		NM		PB		CM	

### 3. YDMP Production Checklist Transposed by Episode vs Task

Stage	Pre- recording							Recording			Post- recording								Producer/ Host in charge		
Task	Episode research	Guests invited	Guests secured & dates agreed	Calendar invitations sent	Talent release form signed	Biogs received	Pre-recording instructions, final email	Pre-recording instructions	Recording the episode	Send recordings to Editor	Episode editing	Graphics for episode promotion	Social media clips	Review and approve episode edit	Complete, review episode fact sheet	Upload Soundcloud/ Simplecast/ YouTube	Promotion scheduled for release	Release Day			
Assigned to	Producer	Producer	Producer	MV	Producer	Producer	Producer, Editor	Editor	Producer/ Host	Producer/ Host	Editor	Graphic designer	Editor	Producer	Host	Producer	Marketing lead				
Ep1	30 May	01-Jun	30-Jun	30-Jun	07-Jul	07-Jul	14-Jul	21-Jul	21-Jul	21-Jul	28-Jul	21-Jul	28-Jul	04-Aug	04-Aug	11-Aug	11-Aug	Aug 18th	NM		
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Ep2	30 May	01-Jun	30-Jun	30-Jun	15-Jul	15-Jul	22-Jul	29-Jul	29-Jul	29-Jul	12-Aug	29-Jul	12-Aug	18-Aug	18-Aug	25-Aug	25-Aug	Sep 1st	PB		
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
Ep3	30 May	01-Jun	30-Jun	30-Jun	21-Jul	21-Jul	28-Jul	04-Aug	04-Aug	04-Aug	18-Aug	04-Aug	18-Aug	02-Sep	02-Sep	08-Sep	08-Sep	Sep 15th	CM		
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
Ep4	30 May	01-Jun	30-Jun	30-Jun	21-Jul	21-Jul	29-Jul	05-Aug	05-Aug	05-Aug	19-Aug	05-Aug	19-Aug	15-Sep	15-Sep	22-Sep	22-Sep	Sep 29th	ER		
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
Ep5	14-Jun	15-Jun	13-Jul	13-Jul	04-Aug	04-Aug	11-Aug	18-Aug	18-Aug	18-Aug	01-Sep										NM
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
Ep6	14-Jun	15-Jun	13-Jul	13-Jul	11-Aug	11-Aug	18-Aug	25-Aug	25-Aug	25-Aug	08-Sep	25-Aug	08-Sep	13-Oct	13-Oct	20-Oct	20-Oct	Oct 27	PB		
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
Ep7	14-Jun	29-Jun	20-Jul	20-Jul	19-Aug	19-Aug	27-Aug	02-Sep	02-Sep	02-Sep	16-Sep	02-Sep	16-Sep	28-Oct	28-Oct	03-Nov	03-Nov	Nov 10th	CM		
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
Ep8	14-Jun	29-Jun	20-Jul	20-Jul	24-Aug	24-Aug	31-Aug	07-Sep	07-Sep	07-Sep	21-Sep	07-Sep	21-Sep	11-Nov	11-Nov	17-Nov	17-Nov	Nov 24th	ER		
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
Ep9	14-Jun	29-Jun	20-Jul	20-Jul	01-Sep	01-Sep	07-Sep	14-Sep	14-Sep	14-Sep	28-Sep	14-Sep	28-Sep	24-Nov	24-Nov	01-Dec	01-Dec	Dec 8th	NM		
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
Ep10	14-Jun	29-Jun	03-Aug	03-Aug	03-Sep	03-Sep	09-Sep	16-Sep	16-Sep	16-Sep	30-Sep	16-Sep	30-Sep	08-Dec	08-Dec	15-Dec	15-Dec	Dec 22			
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Bonus	22-Sep	29-Sep	26-Oct	26-Oct	15-Nov	15-Nov	22-Nov	29-Nov	29-Nov	29-Nov	13-Dec	29-Nov	13-Dec	12-Jan	12-Jan	19-Jan	19-Jan	Jan 26	CM		
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			