I used the knowledge areas to organize my work and after I executing my project, I went back and added what really happen. My reflection is at the very end

Project Scope

This project is to make a Christmas music video to Mariah Carey's song "All I want for Christmas is you." This will serve as entertainment for our friends and families. This video will be completed on Friday December 6, 2019 and will air on Youtube Wednesday December 11, 2019. This video will include a group a friends, a camera and a storyline.

We did film on Friday December 6, but the youtube video aired on Thursday December 12.

https://www.youtube.com/watch?v=n4-HbvoRVMQ

Project Deliverables

The deliverable for this project will be a video that will be posted on Youtube.

Project Success

The project will be considered successful when we get all the footage we need and post it on Youtube.

Project Schedule

Activities (In Order)

- See if I will have enough people to participate
- Make a storyline (edit it along the way)
- Buy some Christmas decorations for backdrop
- Optional (light so there can be good lighting)
- Get more participants (along the way)
- Organize how we will get organized so some people aren't just waiting to participate
- On the day: film
- Edit
- Upload to Youtube

Develop Schedule -

Date	Time	Activity
12/6/19	**7:30pm-8:15pm**	Clean the living room and kitchen
12/7/19	**4pm-5pm**	Buy materials
	5:30-6pm	Set up
	6pm-6:30pm	Individual shots/small group shots: Grace, Lydia, Emma, Ceci, Me

Date	Time	Activity
	6:30pm-7:30pm	Group shots, baking/decorating shots

Description of shots

Shots	Description
Individual	Cover part of the wall with wrapping paper Each individual will have shots where they are singing the song or just dancing around There are also shots where there could be two to five people just having fun and singing along
Storyline	Us roommates are preparing to have a fun Christmas get together. We invite a bunch of people and each person is bringing some Christmas decorations.
Scene 1	Putting in the Christmas song by Mariah Carey on the record player
Scene 2	Go and open the door and a bunch of people come in with gifts and decorations
Scene 3	This scene will include two people standing by the mistletoe and they are about to kiss when someone comes in between them and they kiss her cheek
Scene 4	Another group of people will be decorating the tree
Scene 5	Another group will be making brownies

This video isn't meant to be strict. There is a lot of room for creativity from the people who are participating. I am just leading how the flow of the scenes go

Estimate Cost -

Item	Estimation of Cost	Actual Cost
Wrapping Paper	$3.00	$2.00
Bells	$5.00	$2.00
Santa hats	$5.00	$2.00
Song	$3.00	$1.29
Christmas Sweater	$7	Did not buy bought 4 other decorations $4.00
Total	$23.00	$11.29 + tax = $12.56

*All other materials will be provided by roommates (things that we already have)

Determine Budget - The max amount of disposable material is $15 and $10 for a Christmas outfit.

Control Quality -
- Make sure that the video is focused
- Make sure that there is enough light to have good video quality

Acquire Resources (process of obtaining team members, facilities, equipment, materials, supplies and other resources necessary to complete project work) **-**
- Team members: Roommates, FHE Brothers, 5 other friends
- Camera: Canon G7X
- Facility: Apartment
- Items under Estimate Cost

Develop Team - This team will have a minimum of 8 people
List of people that are for going to do it
- Emma
- Grace
- Lydia
- Ceci
- Porter
- Emily (Me)
- Tanner
- Isaac
- Cameron
- Ethan
- Kayla
- Spencer

Actually Came
- Emma
- Grace
- Lydia
- Ceci
- Porter
- Emily (Me)
- Tanner
- Ethan
- Kayla

Manage Team - I kept reminding them about the event and when the day actually came, I plan on asking a group of my roommates to come at 6pm and a group of friends to come at 6:40, so there wouldn't be people waiting.

Project Communication

Manage Communication - Communication will be done through text messages to get everyone together and let everyone know of the plan.

Identify Risks -
- We might not get the lights to make the room brighter
- People might not show up

Plan Risk Responses -
- If we don't have a bright light I will just have to use editing software to brighten up the video
- Have roles that anyone could potentially fill, so if one person doesn't show up, another could take its place

Reflection

This project taught me a lot of things about project managing and I was able to see how planning and coordinating was very important throughout this project.

Preparation
With communication I did more than just send out texts. I made sure to remind people about the upcoming filming day so they wouldn't make any plans during those three hours of filming (from 6 to 9). Everyone that I would talk to seemed very excited and at least 5 people were for sure going to do it. I had planned to get the decoration things a day before, but that didn't work and so I got them the day of filming, but it wasn't a big problem because I had time. I was also able to obtain the filming lights from my friend early in the day, so I was able to learn how to set them up properly. That took a bit longer than expected, but it wasn't a big deal because I had a bit of a time buffer.

Day of filming
The day of filming came and we started right on time. I started off with 4 of my roommates and 1 friend. I made sure to tell everybody else to come at 6:40 so they wouldn't get tired of just waiting for their shot. That kind of organization went really well. I was expecting around 12 people to show up, but at the end only 9 people showed up. Thankfully, this video was very flexible and I identified this in my risk management section of my document and I was able to prevent any disasters.

Editing
While editing my video I realized a lot of things that I should have changed that would have made my editing a bit easier. So there were parts in the recordings where people didn't know the words to the song, and so they would just mouth random things, but it would not look very in sync when I put the song with it. It just made that section look like I didn't know what I was doing as an editor (as if I didn't know how to sync up mouth movements with song) So I had to cast out parts of it out. My number one priority was to choose clips where I thought my friends wouldn't like the way they looked so they wouldn't feel embarrassed, but in some parts I did have to add clips that didn't make them look terrible, but they maybe would have wanted a different clip there. But like I said I had to do that because sometimes they would just mumble different things. I also had to do that because in parts where people were suppose to be more serious, they would laugh and so I had to place clips very short and very creatively. I think that's what happens in real project management, sometimes you realize things you could do better after everything is almost done and then you have to be creative and figure it out before the deadline.

Another thing that happen was that I was behind schedule. The filming day happened on that Friday, but instead of publishing the video on Youtube on Wednesday, it happened on Thursday. Since I had other assignments that had to be done, I didn't have a lot of time to work on it, but I knew that Thursday would be the last day to really complete it because I would be

presenting it to the people that helped make this happen. In project management there are definitely going to be times when you will fall behind schedule because things don't happen like you planned, but I think that it is important to set a deadline that if it is not met, there is still a bit of a buffer to get it done.

Overall this experience taught me how to lead a project. I had to organize, prepare, communicate, collaborate and execute a project. During this time I felt a great responsibility because there were people that were depending on me. They were trusting me that we were going to film on Friday and I was trusting them that they would show up to help. They expected for this to be a great experience and I had the responsibility to keep everyone on task and keep a great atmosphere going. That was really important because it allowed people to do their very best and stay engaged in what we were doing. In a company, you really have to keep everyone motivated and be a leader that cares and has a good relationship with everyone. In a book that I read called Leadership and self-deception I learned that there is a difference between a leader who cares and one who doesn't. They can both be doing the same thing, the same job and have different results. If a leader cares, employees are more motivated, more willing to help and actually work as a team. If a leader doesn't care, employees are less motivated and they can withhold useful information from anyone because they don't want the other person to get ahead of them. I applied this to my project management experience and I saw a very good outcome. I am excited to continue to apply these skills into my future projects. I have definitely seen a difference in how I think about things.