**CONTENTS**

Production log ................................................................................................................................…....2

Research [document completed] .....................................….................................................................3

Mind Map [document completed] .......................................................................................................4

Proposal [document completed] ..........................................................................................................5

Storyboard [document completed] ......................................................................................................6

Meeting 1 [] ..........................................................................................................................................7

Letter to Landfill Site [sent] .................................................................................................................8

Letter to Recycle plant [sent] ..............................................................................................................9

Permission letter [received] ...............................................................................................................10

Production Schedule [document generated] .....................................................................................11

Budget [document completed] ..........................................................................................................12

Meeting 2 [] ........................................................................................................................................13

Location Recce [document completed] ..............................................................................................14

Risk Assessment [document completed] ...........................................................................................15

Contributor permission [document completed] ................................................................................16

Contingency plan [document complete] ............................................................................................17

Equipment booking [document generated] .......................................................................................18

Meeting Minutes 3 [] ..........................................................................................................................19

Call Sheet [document completed] ......................................................................................................20

**Production Log**

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**Research**

Topic: Cyber Safety and Cyber Security

Computer hacking has evolved into a pervasive and sophisticated threat to global information systems. This research provides a comprehensive exploration of the dimensions of computer hacking, including motivations, associated risks, and countermeasures. Through historical analysis, examination of emerging trends, and a review of existing literature, this study seeks to deepen our understanding of the current state of computer hacking and its implications.

In recent years, computer hacking has surged in prominence, with several notable factors contributing to its heightened prevalence.

The global proliferation of internet access and the growing interconnectedness of devices have provided hackers with a larger attack surface. As more aspects of our daily lives become digitized, from personal information to critical infrastructure, the opportunities for hacking have expanded exponentially.

**Mind Map**

A diagram of a mind map

Description automatically generated

**Proposal**

I intend on creating a podcast talking about Cyber Crime and Cyber Safety and asking peoples opinions on how the rise of computer virus’ have surged and what people could do to prevent these from infecting them and their businesses etc.

**Storyboard**

|  |  |  |
| --- | --- | --- |
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**Meeting Record Sheet 1**

|  |  |
| --- | --- |
| Date: 14/02/2024  Place: SS4  Present: Maison [Producer] Annas Connor  Apologies for absence: No one  Minutes recorded by : Maison | |
| **Issue discussed** | **Decision/**  **Person Responsible for action** |
| Maison Took Notes  Brain Storm what our short film is going to be about | Whole group decision |
| **Roles and responsibilities**  Maison is the producer and will make all the moves on where certain props should be placed.  Connor agreed to do the sound recording for the production  Annas- agreed to be the production assistant and another interviewee with  Dylan: agreed to be a interviewee | Maison – director  Dylan – Camera operator  Connor – Sound recording/  interviewee  Annas – Production Assistant/ Interviewee |
| Timescales – hoping to film in March  The Meeting finished at 11:50  Date of next meeting – 4th March 2024 | Maison will bring a copy of the production schedule. |

7 /

**Copy of Email to Miss Dodd**

**Email Sent:**

A screenshot of a computer

Description automatically generated

RESPONSE: A letter of a contract

Description automatically generated with medium confidence

10

**Production Schedule**

|  |  |  |
| --- | --- | --- |
| **Programme Title**: The Cyber Boys Podcast  **Producer**: Maison Roberts  **Date**: 21st February 2024 | | |
|  | **Target Date** | **Completed date** |
| Proposal completed: 23/02/24 | 23 Feb 2024 | 23 Feb 2024 |
| Client Sign off on proposal | 17 Jan 2017 | 17 Jan 2017 |
| Pre-Production meeting 1 – agree roles | 2 February 2017 | 2 February 2017 |
| Filming permission | 11 February 2017 | 17 February  2017 |
| Pre-Production meeting two | 3 March 2017 | 3 March 2017 |
| Recce & Risk assess site | 9 March 2017 | 9 March 2017 |
| Book equipment and decide contingency | 17 March 2017 | 17 March 2017 |
| Pre-Production meeting 3 – confirm final details & transport | 20 March 2017 | 20 March 2017 |
| Call sheet complete | 4 April 2017 | 4 April 2017 |
| Film | 9 April 2017 | 9 April 2017 |
| Contingency second shoot | 16 April 2016 |  |
| Post-production Completed | 25 May 2017 |  |
| Rough-cut supplied to client: end of May | 30 May 2017 |  |
| Definitive version completed: | 4 July 2017 |  |

11

**Outline Budget**

|  |  |  |  |
| --- | --- | --- | --- |
| **Programme Title**: The Cyber Boys Podcast  **Producer:** Maison Roberts | | | |
| **Materials** | **Cost per item** | **Total** | **Total Budget needed** |
| 2 x SD Cards | **£10** | **£20** | £20 |
| Hire - Sony DVCAM camera | £150 per day x 2  days | **£300** | £0 – free hire from college |
| purchase one tripod | **£45** | **£45** | £0 – free hire from college |
| Hire of lighting kit for indoor scenes | £20 per day x 2 days | **£40** | £0 – free hire from college |
| Hire of microphone kit | £75 per day x 2 days | **£150** | £0 – free hire from college |
| Crew | 3 @ £150 per day x I preparation day, 2 shooting days | **£1350** | £0 volunteers |
| Safety Equipment | £50 x 4 persons | **£200** | £0 borrow from site |
| Transport | Bus £4 per person per day  Two people x 1 day  Four people x 2 days | **£40** | £40 |
| Food | £5 per person per  day  Two people x 1 day  Four people x 2 days | **£50** | £0 packed lunches |
| **Post-production**  Editing suite | £150 per day x 3 days | **£450** | £0 use college facilities |
| **total** |  | **£2645** | **£60** |
| Contingency @10% of budget |  | **£265** | **£6** |
| **Grand Total Budget** |  | **£2910** | **£66** |

12

**Meeting Record Sheet 2**

|  |  |
| --- | --- |
| Date: 3rd March 2017 Time: 9.30 am  Place: Room A6  Present: Sally (Chair), Robert, Claire, Sarah  Apologies for absence: none  Minutes recorded by: Robert | |
| **Issue discussed** | **Decision/**  **Person Responsible for action** |
| Sally opened the meeting and showed the progress she was making with planning and showed her production schedules.  She asked us to put the date of location shoot in our diaries Sunday 9th April |  |
| **Important dates**  ∙ Recce – 9th March  ∙ Filming 9th April  ∙ Contingency second shoot – 16th April  All crew put filming date/s in diaries but Claire can’t make 16th so Sarah agreed to operate camera if contingency filming day is needed.  Robert agreed to come with me on the recce as production assistant for support and safety. | Sally – director/ presenter  Claire – Camera operator  Sarah – Sound recording/  interviewee  Robert – Production Assistant/ Interviewee |
| **Equipment**  Sally will organise all the equipment but it was agreed everyone would pay their own bus fares and bring a packed lunch.  Crew would need to wear sensible clothing and strong footwear. | Equipment – Sally  Personal equipment, travel money, food and clothing –all |
| The meeting finished at 10.15am.  **Date of next meeting – 20 March 2017** |  |

13

**Location Recce**

|  |  |
| --- | --- |
| **SKETCH MAP OF AREA TO BE USED FOR FILMING** | **ADDRESS DETAILS**  ABS Waste Disposal  West Bromwich  **Access to location via:**  A467 and access gates via security  **Name and number of location contact:**  John Williams Site Manager |
| **Potential Filming Problems:**  ∙ Lack of electricity supply  ∙ Close proximity of road and railway line means additional noise  ∙ Machinery working in location  ∙ Noise when recording live interviews  ∙ No cover for crew if inclement weather | |
| **MAIN RISKS**  ∙ Working machinery  ∙ Some toxic substances stored on site  ∙ Slippery pathways and working areas | |

14

**Risk Assessment Form**

:

|  |
| --- |
| **Location contact:**  John Williams Site Manager |

**Production Manager:** Sally Ahmed

|  |
| --- |
| **LOCATION, OPERATION OR TASK COVERED BY THIS ASSESSMENT:**  Filming at ABS Waste Disposal |

**SIGNIFICANT HAZARDS IDENTIFIED BY THIS ASSESSMENT**

|  |  |
| --- | --- |
| **HAZARDS** | **CONTROL MEASURES** |
| ∙ Poor weather leading to slippery pathways and working areas | ∙ Wear strong footwear and suitable  clothing  ∙ Never run  ∙ Follow safety instructions  ∙ Always have a look out when filming |
| ∙ Trip hazards | ∙ Never run  ∙ Follow safety instructions  ∙ Always have a look out when filming |
| ∙ Some toxic substances stored on site | ∙ Be aware of locations and avoid them.  ∙ Always follow safety guidance of site manager. |
| ∙ Working machinery on site | ∙ We will all need strong footwear. We will all also need to wear hard hats and  reflective jackets, but these won’t add to the budget as the Site Manager has agreed to provide them. |
| ∙ Other control measures | ∙ Aware of location of emergency services ∙ Availability of first aid in Site Managers cabin, site manager trained first aider |

All risks sufficiently minimised/controlled? Y

|  |  |  |
| --- | --- | --- |
| Name of Assessor  Sally Ahmed | Signature:  *Ms. S. Ahmed* | Date:  9 March 2016 |
| Assessment agreed by tutor or location contact (Name): | Signature:  John Williams | Date : 9 March 2017 |

15

**External Contributor Release/Contact Form**

**Details**

Name John Williams on behalf of ABS Waste Disposal

Telephone 0121 555 0123

Email: [John.Williams@ABSWaste.mail.com](mailto:John.Williams@ABSWaste.mail.com)

I agree to perform in the programme titled:

**Recycling and You**

being made by **Miss Sally Ahmed & crew**

from **East Smethwick College.**

I agree that the film may be shown or exhibited in any media or territory at any

time as required by East Smethwick College.

I understand that no fee is payable for this performance and that I have no further

claim on East Smethwick College or any person associated with this production.

Contributor

**Signed** John Williams

**Print John Williams**

**Date 9 March 2017**

Producer

**Signed** *Ms. S. Ahmed*

**Print Sally Ahmed**

**Date 9 March 2017**

16

**Contingency Plan**

|  |
| --- |
| **Name:** Sally Ahmed  **Production: Recycling and You** |
| 1. If any of my crew are not available (illness, family problems) we have a contingency to be able to work with a three person crew with people doubling up on roles.  2. If the weather is really poor on my planned date for shooting I have agreed a second shoot date of 16 April.  3. We have a spare SD card in case the first one fails, and we are near to a shopping centre with a shop that sells them open until 4pm on Sundays. If the equipment breaks down on location I have arranged to borrow a camera from my uncle as back up. This is not as good as the school camera but it will mean that we can still film.  4. If I overrun on my filming I will use the contingency filming day the following week.  5. If I do not have enough time to complete my editing I will try to book another day or two in the edit suite.  6. I have allocated 10% of my budget for contingency in case I have any costs that I have not thought about.  7. If the buses aren’t running my mum has agreed she will drive the crew to the site. |

**.**

17

**Equipment Booking form**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Date  needed | Booked out at | Kit | Staff  sign | Student  sign | Date to  be  returned | Booked  in at | Staff  sign | Student  sign |
| 6 April | 9.15am | Canon  650 DSLR | G. N | *S. Ahmed* | 10 April | 4:30pm | G. N | *S. Ahmed* |
| 6 April | 9.15am | Tripod | G. N | *S. Ahmed* | 10 April | 4:30pm | G. N | *S. Ahmed* |
| 6 April | 9.15am | External  mic | G. N | *Seamed* | 10 April | 4:30pm | G. N | *S. Ahmed* |
| 6 April | 9.15am | Portable  lighting  kit | G. N | *S. Ahmed* | 10 April | 4:30pm | G. N | *S. Ahmed* |

I understand that I am responsible for the costs of any loss or damage to the equipment whilst in my possession.

**Signed** *Ms. S. Ahmed*

**Print Sally Ahmed**

**Date 10 March 2017**

Countersigned (Parent – if under 18)

**Signed**

**Print**

**Date**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

18

**Meeting Record Sheet 3**

|  |  |
| --- | --- |
| **Date:** 20th March 2017 **Time:** 9.30 am  **Place:** Room A6  **Present:** Sally (Chair), Robert, Claire, Sarah  **Apologies for absence**: none  **Minutes recorded by** : Robert | |
| **Issue discussed** | **Decision/**  **Person Responsible for action** |
| Updated on planning  final details for the location shoot day |  |
| Final details for the location shoot day  We googled the bus timetables on Sundays and the buses are every 20 minutes, the 8.40 bus will get us to the recycle plant by 9.10, if we miss that the next one will get us there at 9.30am  Claire will go to Sally’s house for 8.15 to help carry equipment and all meet 8.30am at bus stop outside college gates  Sally will bring the equipment but it was agreed everyone would pay their own bus fares and bring a packed lunch.  Crew would need to wear sensible clothing and strong footwear.  Mr. Williams is expecting us between 9.15 and 9.30 but we will aim to be early if possible as he says it gets busy by 12.30 and we need at least two hours to film. If we are running late we have his mobile number. | **Equipment** - Sally  Personal equipment, travel money, food and clothing –all  **Meet**  8.30 college gates for 8.40 bus  All have a list of each other’s mobile numbers. |
| The meeting finished at 10.30am. |  |

***’***

19

**Call Sheet**

|  |  |
| --- | --- |
| **Recycling and You** | **Filming date:** 9 April 2017 |
| DIRECTOR: Sally Ahmed | LOCATION CALL: 9.30 |
| PRODUCER: Sally Ahmed | EST WRAP: 12.30 |
| LOCATION (S):  ABS Waste Disposal  West Bromwich  **Access to location via:**  A467 and access gates via security | LOCATION CONTACTS:  **Name and number of location contact:** John Williams Site Manager  0121 555 0123 |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **NOTES ON MEETING/PRODUCTION ARRANGEMENTS:**  Claire will go to Sally’s house for 8.15 to help carry equipment and all meet 8.30am at bus stop outside college gates | | | | | | | |
| **CREW** | | | | | | | |
| NAME | ROLE | | ADDITIONAL | | CONTACT NO. | EMAIL | |
| Maison  Roberts | Director | | Host | | 07897849342 | [maisonjroberts@gmail.com](mailto:maisonjroberts@gmail.com)  }~ | |
| Maison Roberts | Producer | |  | | 0121555\*\*\*\* | claire@eastsmethickcolle ge.com | |
| Sarah | Sound  recording /  reserve  camera | | Interviewee | | 0121555\*\*\*\* | sarah@eastsmethickcolle ge.com | |
| Robert | Production  Assistant &  safety | | Interviewee | | 0121555\*\*\*\* | robert@eastsmethickcolle ge.com | |
|  |  | |  | |  |  | |
| **RESOURCES** | | | | | | | |
| PROPS | | RESPONSIBLE | | EQUIPMENT | | | RESPONSIBLE |
| hard hats  and  reflective  jackets | | Site Manager  has agreed to  provide them. | | Camera, lighting,  Microphone, Tripod | | | Sally |
|  | |  | | Lunches and bus fare | | | All |
|  |  |  |  |  |  |  |  |

20

This is done