

Multimedia Project Planning



Title: Multimedia Project Planning

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Chapter 8 **MULTIMEDIA EXAMPLE**

Learning Outcome

Objectives of this chapter are: -

- Multimedia Project Planning

Exercise

You are a project manager and you are assigned to cover the conference which held for 3 days. The conference starting date is 22nd October 2021 and closing date is 24th October 2021. The conference has 3 Venues. Venue 1 is about Oil conference, Venue 2 is about Agriculture, and venue 3 is about transportation. Please create Work breakdown Structure (WBS) and project plan by using Microsoft project to create schedule and team assignments.

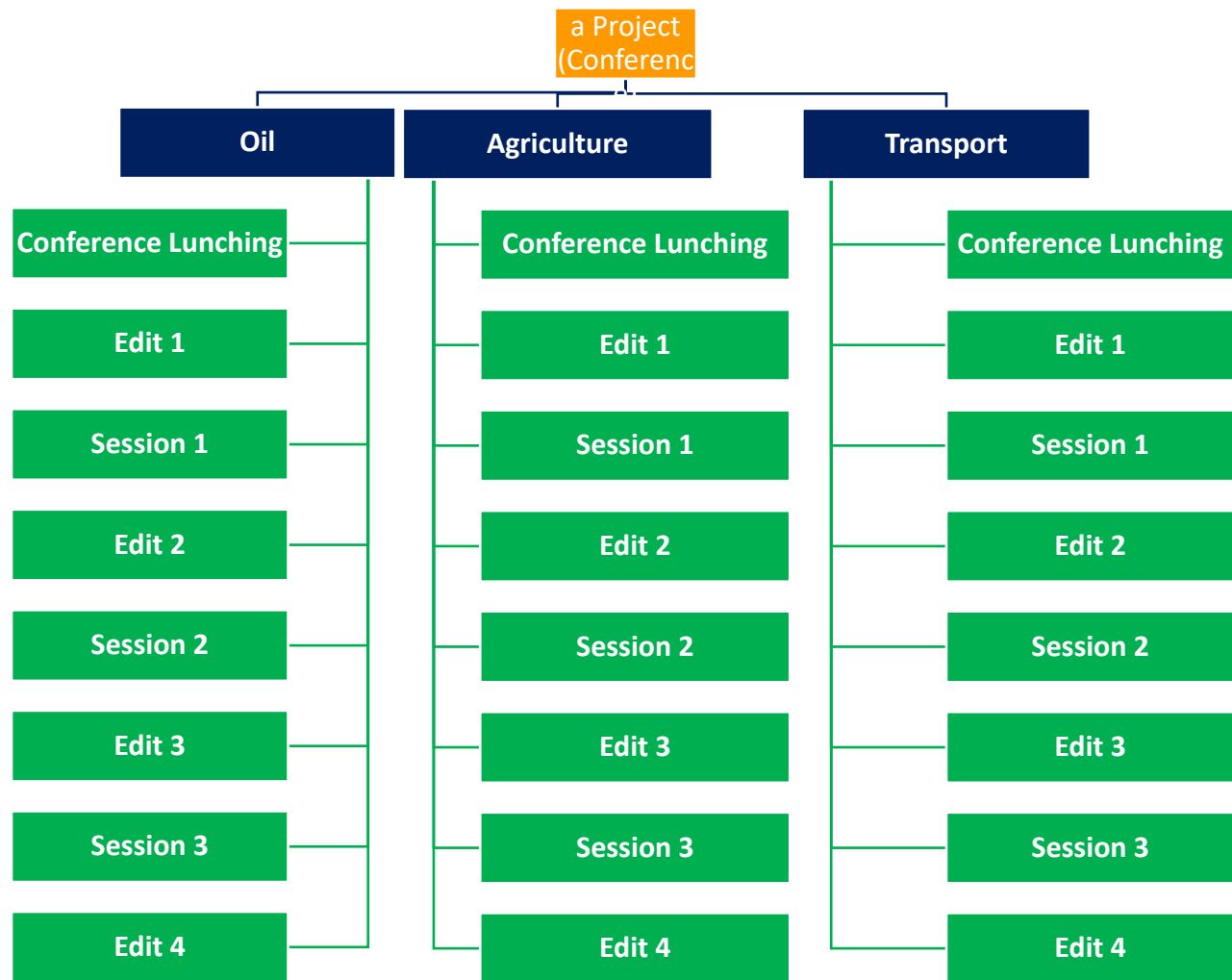
Tips: every conference venue need at least 3 camera men with camera. (One camera records straight from front, one from left, and one from right side of venue).

There is only One Reporter to cover these events, one cameraman works closely with Reporter for Interviews outside the venue and only one technician assigned to provide technical support to all team. No lighting Required for this project.

All three venues have one video editor and one assistant with necessary equipment outside the Venue. In the end of every session, the cameraman required to pass recorded videos to video editor and video editor will assemble and edit the videos and send to TV station. TV station will air this conference highlights as soon as they receive the video clips. Video clip uploaded to TV station by using internet tools such as FTP.

Session 1

Works Breakdown Structure (WBS)



List down all requirements

The Project Detail is as follows: -

- Title: Conference event coverage
- Time: Three days
- Budget: RM15000
- Start Time: 22nd November 2021
- Finish time: 24th November 2021 (Due date)

Team members required for the project

- Project manager 1 person
- Public relation officer 1 person
- Reporter 1 person
- Videographer 10 persons
- Technician 1 person
- Video Editor 1 person
- Assistant Editor 1 person

Material required for the project

- Computer System for editing 2 Unit
- Video camera with tripod 10 Units
- Microphone 2 Sets
- Wireless Collar Microphone 2 Sets

Setting the project for Microsoft project

1. File save as – Multimedia conference Project
2. Save

Creating Calendar for The Project

We want to schedule new project; we need to set the calendar for the project.

3. File – options – click on schedule – set the calendar for the project.
4. We set the calendar according to project detail provided.
5. Follow the calendar setting on figure 2.

Note: The conference starts at 9:00Am but we need to schedule from 8:00Am because we need to setup equipment before conference starts.

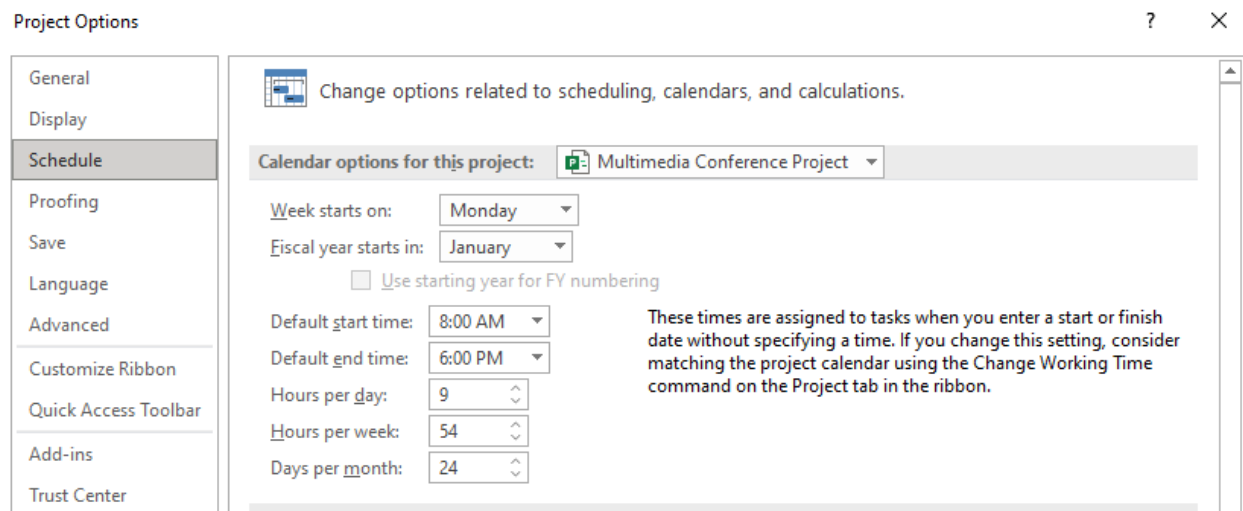


Figure 1 Project calendar setting

6. Project schedule setting. Follow the figure 3. (Duration change from Daily to Hours)

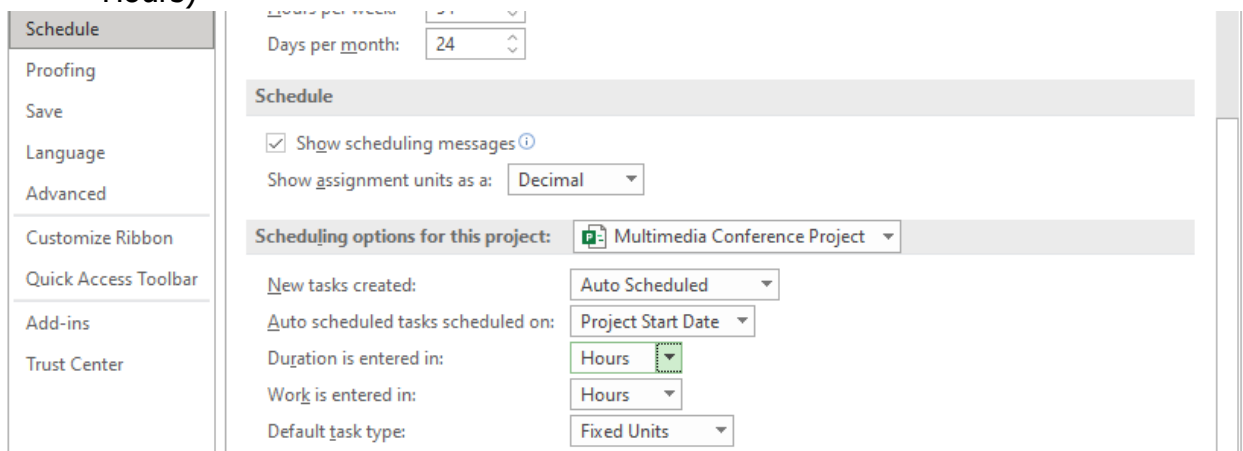


Figure 2 Project schedule setting

7. Other setting. Figure 4.

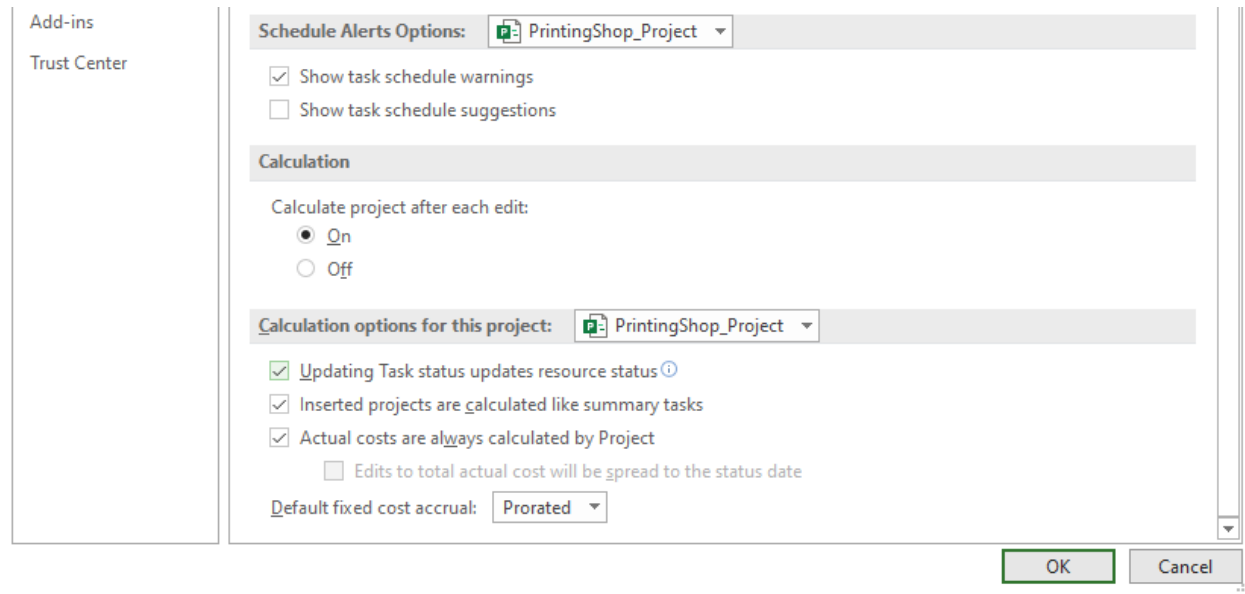


Figure 3 other setting for the project

8. Click ok
9. Creating calendar for the project.
10. Click on Project menu – click on change working time
11. Click on create new calendar.

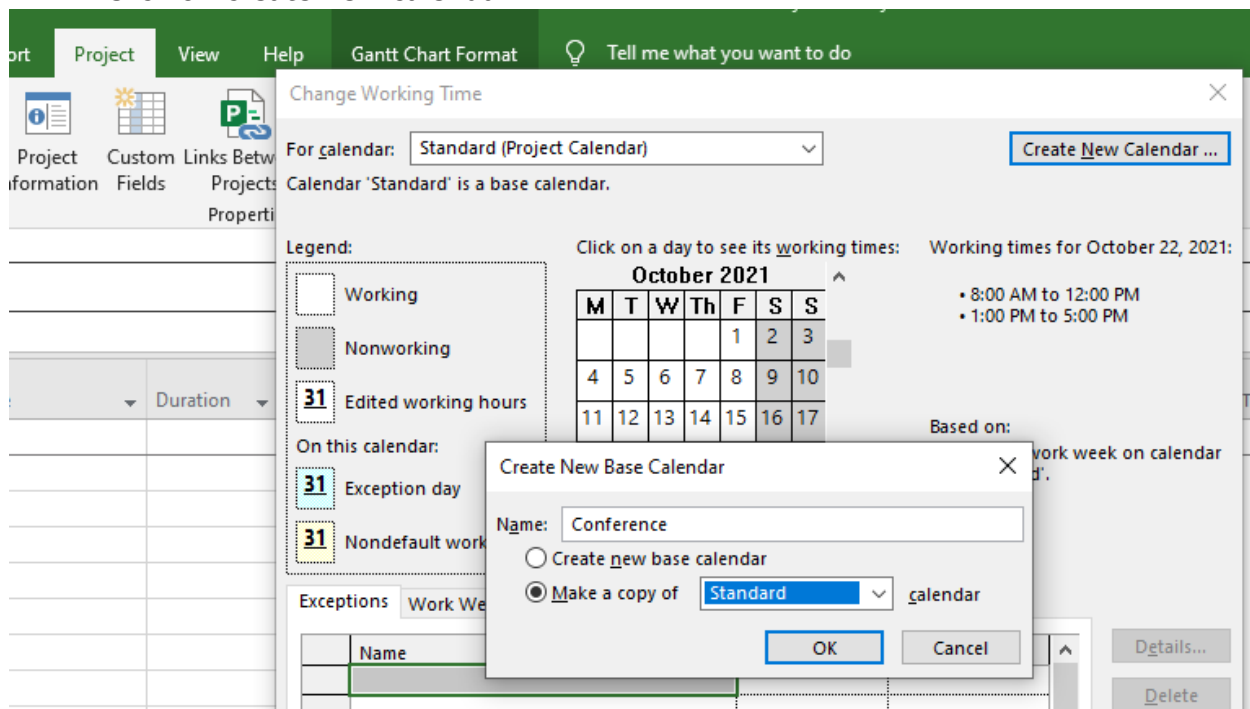


Figure 4 Creating calendar for the project

12. Give a calendar name (Conference) and click ok.
13. Work weeks setting.
14. Click ok work weeks tab and click Detail.
15. Select Friday, Saturday, and Sunday
16. Click on "Set day(s) to these specific working times"
17. Start 8:00am to 12:00 – one hour lunch break and start 1:00PM to 6:00PM
18. Click ok.

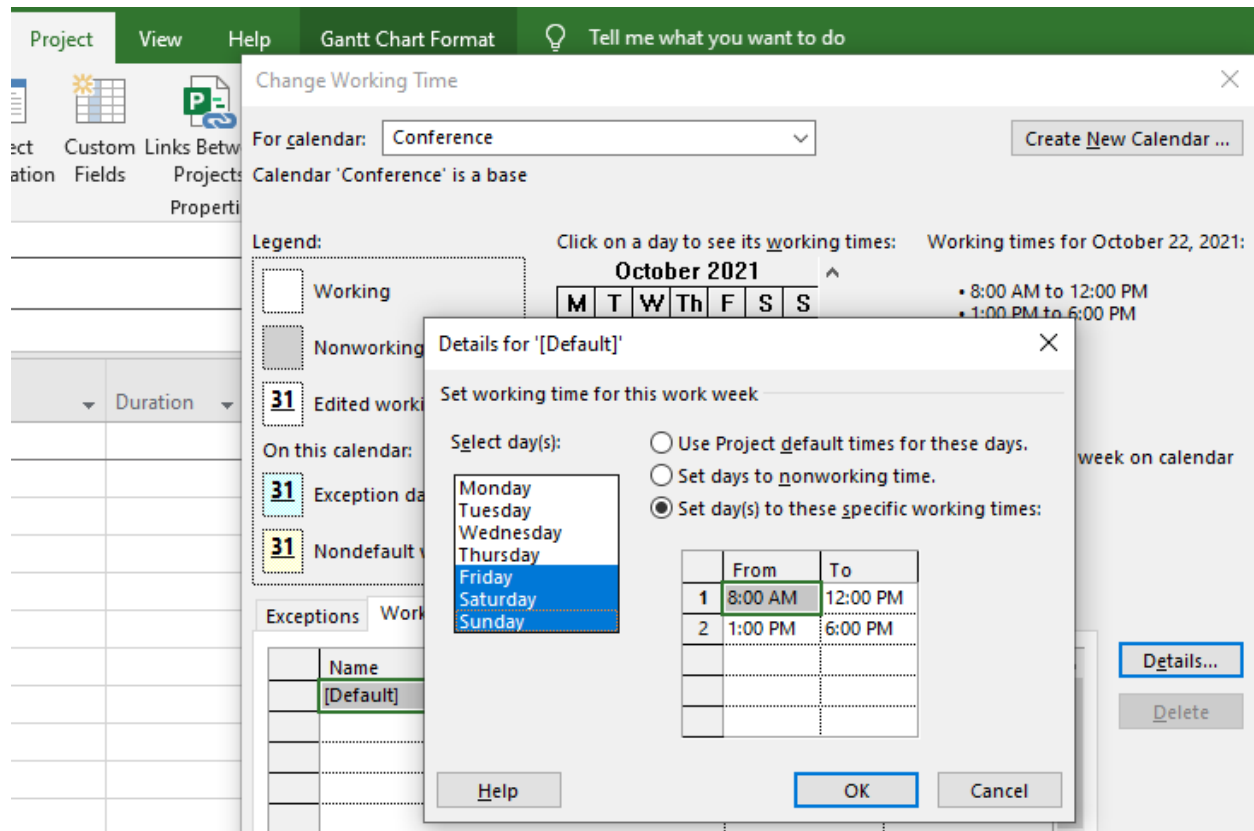


Figure 5 work weeks setting

19. We have completed the calendar setting but we did not assign the calendar to the project.
20. Click on project information and change the calendar to conference in the setting follow the figure 8.
21. Click ok.

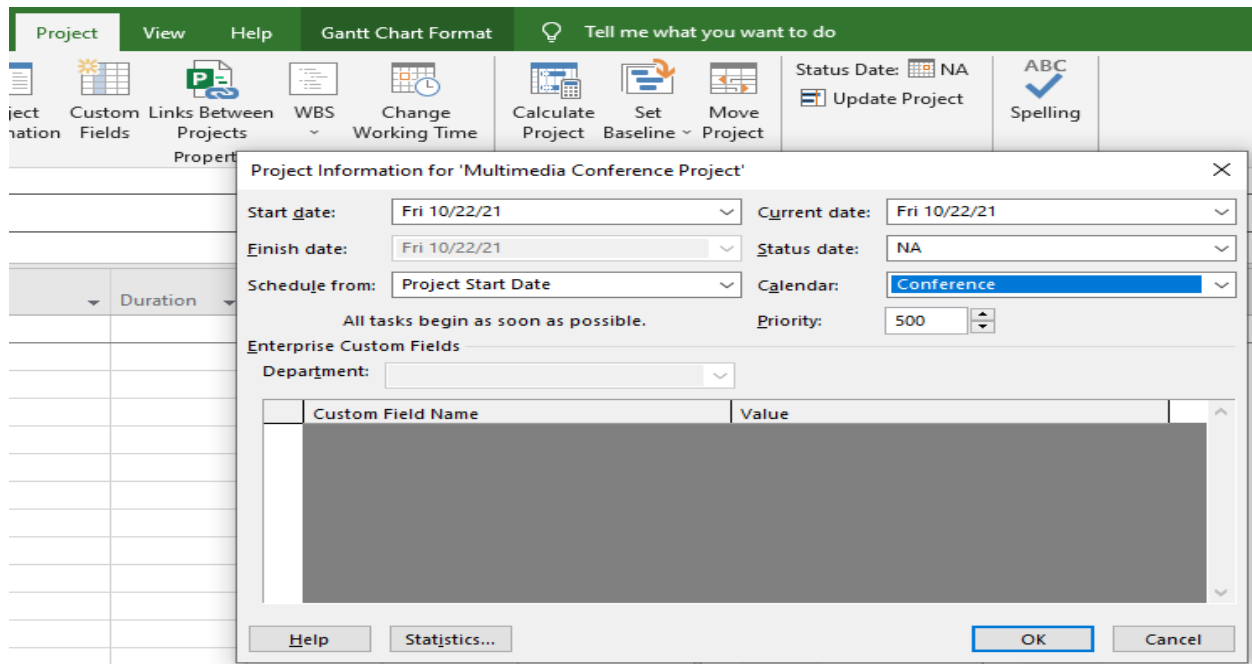


Figure 6 setting the calendar for the project and start date

Entering Task into Our Project Following the WBS Created Earlier.

1. Setting the timescale
2. Right click on right panel and choose "Timescale"

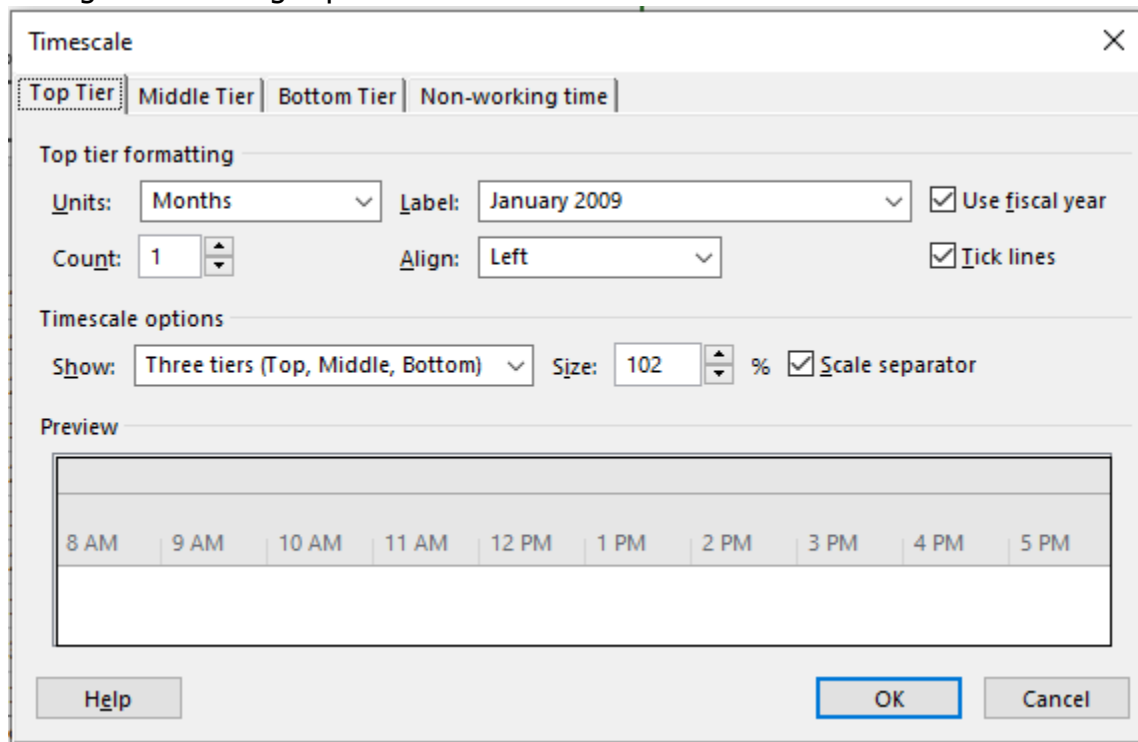


Figure 7 Top Tier

3. Timescale have three layers setting, "Top Tier, middle Tier, and Bottom Tier"
4. Set them accordingly: -
5. Top tier – follow the figure 7.
6. Middle tier follows the figure 8.

The screenshot shows the 'Timescale' dialog box with the 'Middle Tier' tab selected. The 'Middle tier formatting' section has 'Units' set to 'Days', 'Label' set to 'Monday, Tuesday, ...', 'Count' set to '1', 'Align' set to 'Left', and both 'Use fiscal year' and 'Tick lines' are checked. The 'Timescale options' section has 'Show' set to 'Three tiers (Top, Middle, Bottom)', 'Size' set to '238 %', and 'Scale separator' is checked. The 'Preview' section shows a timeline from Friday 12 AM to Saturday 12 AM with major ticks at 6 AM, 12 PM, and 6 PM.

Friday	12 AM	6 AM	12 PM	6 PM	Saturday	12 AM

Figure 8 Middle tier

7. Bottom tier follows the figure 9.

The screenshot shows the 'Timescale' dialog box with the 'Bottom Tier' tab selected. The 'Bottom tier formatting' section has 'Units' set to 'Hours', 'Label' set to '11 AM, 12 PM, ...', 'Count' set to '6', 'Align' set to 'Left', and both 'Use fiscal year' and 'Tick lines' are checked. The 'Timescale options' section has 'Show' set to 'Three tiers (Top, Middle, Bottom)', 'Size' set to '238 %', and 'Scale separator' is checked. The 'Preview' section shows a timeline from Friday 12 AM to Saturday 12 AM with major ticks at 6 AM, 12 PM, and 6 PM.

Friday	12 AM	6 AM	12 PM	6 PM	Saturday	12 AM

Figure 9 Bottom Tier

8. Enter the tasks into project
9. Set the dependencies. See the figure 10.

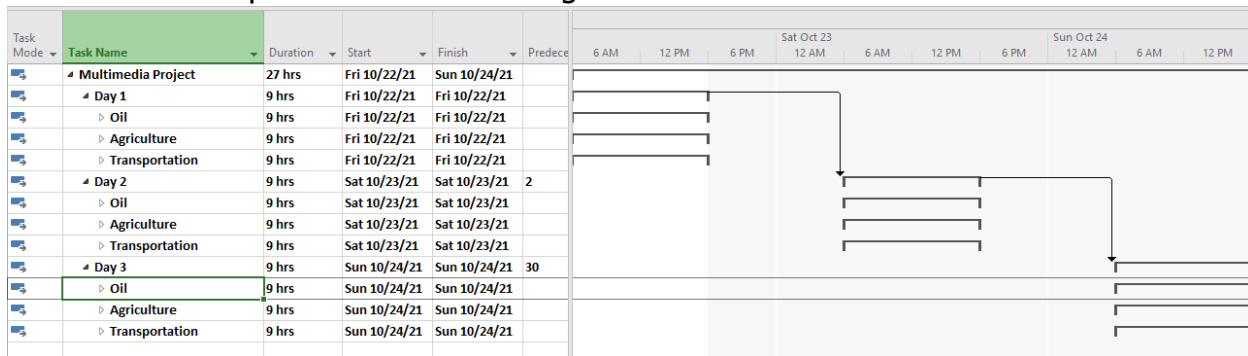


Figure 10 complete task entering into project

Setting up the Resources for the Project

1. Enter the resource Name.
2. Choose the resource type
3. Enter Initials for the resource used.
4. Enter the group name.
5. Follow the figure 13.

Resource Name	Type	Material	Initials	Group	Max.	Std. Rate	Ovt.	Cost/Use	Accrue	Base
OCam1	Work		C1	Team1	1	\$0.00/hr	\$0.00/hr	\$0.00	Prorated	Conference
OCam2	Work		C2	Team1	1	\$0.00/hr	\$0.00/hr	\$0.00	Prorated	Conference
OCam3	Work		C3	Team1	1	\$0.00/hr	\$0.00/hr	\$0.00	Prorated	Conference
ACam1	Work		C1	Team2	1	\$0.00/hr	\$0.00/hr	\$0.00	Prorated	Conference
ACam2	Work		C2	Team2	1	\$0.00/hr	\$0.00/hr	\$0.00	Prorated	Conference
ACam3	Work		C3	Team2	1	\$0.00/hr	\$0.00/hr	\$0.00	Prorated	Conference
TCam1	Work		C1	Team3	1	\$0.00/hr	\$0.00/hr	\$0.00	Prorated	Conference
TCam2	Work		C2	Team3	1	\$0.00/hr	\$0.00/hr	\$0.00	Prorated	Conference
TCam3	Work		C3	Team3	1	\$0.00/hr	\$0.00/hr	\$0.00	Prorated	Conference
Reporter	Work		RTR	Team4	1	\$0.00/hr	\$0.00/hr	\$0.00	Prorated	Conference
RCam10	Work		C10	Team4	1	\$0.00/hr	\$0.00/hr	\$0.00	Prorated	Conference
Editor	Work		EDR		1	\$0.00/hr	\$0.00/hr	\$0.00	Prorated	Conference
Editor Assistance	Work		EDT_A		1	\$0.00/hr	\$0.00/hr	\$0.00	Prorated	Conference
Technical Support	Work		TS		1	\$0.00/hr	\$0.00/hr	\$0.00	Prorated	Conference
Project Manager	Work		PM		1	\$0.00/hr	\$0.00/hr	\$0.00	Prorated	Conference

Figure 11 Entering Resources in the resource sheet

6. Switch to Gantt chart view and assign the resources to the tasks. See Figure 13.
7. Assigning The Resources to Task
8. Double click on task – choose resources and assign the Resources to Tasks. Figure 14.

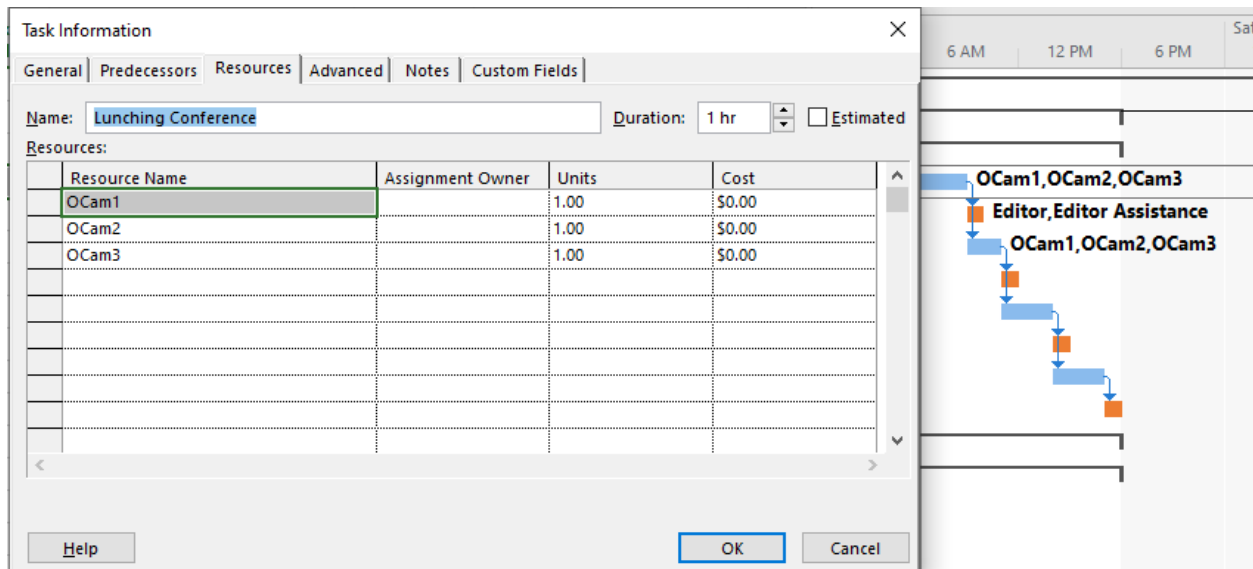


Figure 12 Assigning the resources to the tasks

Adding Milestone

What is the milestone? A milestone is a list and points where you need for monitoring the deadlines of the project. Example, meeting, progress and so on.

Technically, you may add milestones anywhere you want in your project plan. But it is a good idea to create a task group for the milestone. Let's create task group for milestone.

1. On the Gantt chart, we create task name "Milestone".
2. Create milestone check points and create names
3. Add the dependencies for the task on the predecessors tab.
4. Choose task name and click ok.
5. For detail refer to figure 14.

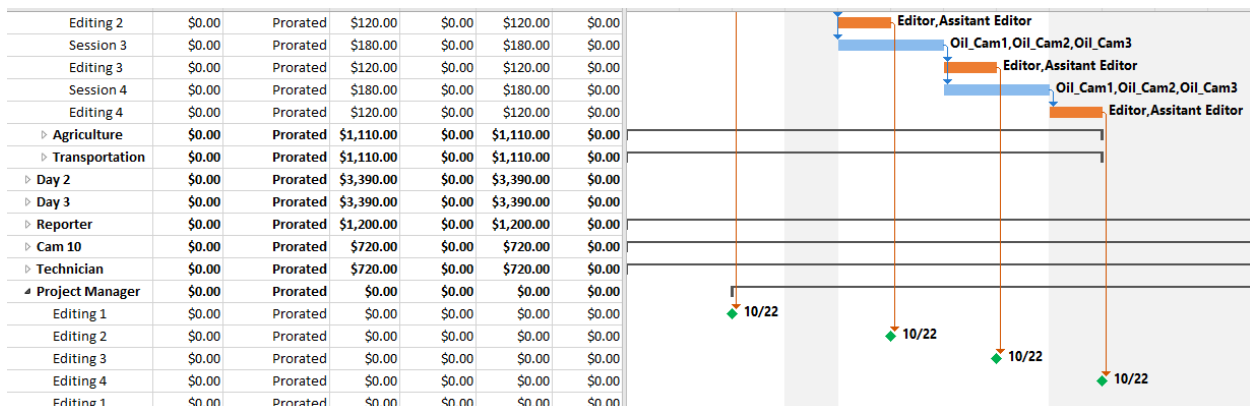


Figure 13 Adding Milestone for project

Assigning Costs to Resources

For calculating total cost of the project, we need to enter the cost in the standard rate column of the resource sheet for each item used in our projects.

	Resource Name	Type	Material	Initials	Group	Max.	Std. Rate	Ovt.	Cost/Use	Accrue	Base
	Oil_Cam1	Work		OC	Team1	1	\$30.00/hr	\$0.00/hr	\$0.00	Prorated	Conference
	Oil_Cam2	Work		OC	Team1	1	\$30.00/hr	\$0.00/hr	\$0.00	Prorated	Conference
	Oil_Cam3	Work		OC	Team1	1	\$30.00/hr	\$0.00/hr	\$0.00	Prorated	Conference
	AG_Cam1	Work		AC	Team2	1	\$30.00/hr	\$0.00/hr	\$0.00	Prorated	Conference
	AG_Cam2	Work		AC	Team2	1	\$30.00/hr	\$0.00/hr	\$0.00	Prorated	Conference
	AG_Cam3	Work		AC	Team2	1	\$30.00/hr	\$0.00/hr	\$0.00	Prorated	Conference
	TR_Cam1	Work		TC	Team3	1	\$30.00/hr	\$0.00/hr	\$0.00	Prorated	Conference
	TR_Cam2	Work		TC	Team3	1	\$30.00/hr	\$0.00/hr	\$0.00	Prorated	Conference
	TR_Cam3	Work		TC	Team3	1	\$30.00/hr	\$0.00/hr	\$0.00	Prorated	Conference
	Cam_10	Work		C10		1	\$30.00/hr	\$0.00/hr	\$0.00	Prorated	Conference
	Reporter	Work		R		1	\$50.00/hr	\$0.00/hr	\$0.00	Prorated	Conference
	Project Manager	Work		P		1	\$100.00/hr	\$0.00/hr	\$0.00	Prorated	Conference
	Technician	Work		Tech		1	\$30.00/hr	\$0.00/hr	\$0.00	Prorated	Conference
	Editor	Work		E		1	\$70.00/hr	\$0.00/hr	\$0.00	Prorated	Conference
	Assitant Editor	Work		AE		1	\$50.00/hr	\$0.00/hr	\$0.00	Prorated	Conference

Figure 14 Entering the cost

For entering cost, please refer to the figure 15.

1. After entering the cost if we want to view project total cost.
2. Choose task usage panel
3. Click on view tab and choose cost.

	Task Name ▼	Fixed Cost ▼	Fixed Cost Accrual ▼	Total Cost ▼	Baseline ▼	Variance ▼	Actual ▼	Remainir ▼	Ac
1	▲ Conference	\$0.00	Prorated	\$12,750.00	\$0.00	\$12,750.00	\$0.00	\$12,750.00	
2	▲ Day 1	\$0.00	Prorated	\$3,330.00	\$0.00	\$3,330.00	\$0.00	\$3,330.00	
3	▲ Oil	\$0.00	Prorated	\$1,110.00	\$0.00	\$1,110.00	\$0.00	\$1,110.00	
4	▲ Session 1	\$0.00	Prorated	\$90.00	\$0.00	\$90.00	\$0.00	\$90.00	
	Oil_Cam1			\$30.00	\$0.00	\$30.00	\$0.00	\$30.00	
	Oil_Cam2			\$30.00	\$0.00	\$30.00	\$0.00	\$30.00	
	Oil_Cam3			\$30.00	\$0.00	\$30.00	\$0.00	\$30.00	
5	▲ Editing 1	\$0.00	Prorated	\$120.00	\$0.00	\$120.00	\$0.00	\$120.00	
	Editor			\$70.00	\$0.00	\$70.00	\$0.00	\$70.00	
	Assitant l			\$50.00	\$0.00	\$50.00	\$0.00	\$50.00	
5	▲ Session 2	\$0.00	Prorated	\$180.00	\$0.00	\$180.00	\$0.00	\$180.00	
	Oil_Cam1			\$60.00	\$0.00	\$60.00	\$0.00	\$60.00	
	Oil_Cam2			\$60.00	\$0.00	\$60.00	\$0.00	\$60.00	
	Oil_Cam3			\$60.00	\$0.00	\$60.00	\$0.00	\$60.00	
7	▲ Editing 2	\$0.00	Prorated	\$120.00	\$0.00	\$120.00	\$0.00	\$120.00	
	Editor			\$70.00	\$0.00	\$70.00	\$0.00	\$70.00	
	Assitant l			\$50.00	\$0.00	\$50.00	\$0.00	\$50.00	
3	▲ Session 3	\$0.00	Prorated	\$180.00	\$0.00	\$180.00	\$0.00	\$180.00	
	Oil_Cam1			\$60.00	\$0.00	\$60.00	\$0.00	\$60.00	
	Oil_Cam2			\$60.00	\$0.00	\$60.00	\$0.00	\$60.00	

Figure 15 project cost table