

**SKILLS FRAMEWORK FOR MEDIA
TECHNICAL SKILLS AND COMPETENCIES (TSC) REFERENCE DOCUMENT**

TSC Category	Production and Direction					
TSC Title	Production Planning and Scheduling					
TSC Description	Develop production plans and schedules for production operations by breaking down the production concept into a sequence of activities					
TSC Proficiency Description	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6
			MED-MPN-3026-1.1	MED-MPN-4026-1.1	MED-MPN-5026-1.1	
			Support the development of a detailed production schedule by breaking it down to a daily schedule	Develop the sequence of activities based on the production concept and compile them into time-bound production schedules	Plan production operations in terms of scheduling and resources and resolve deviations from the plan	
Knowledge			<ul style="list-style-type: none"> • Concept of production planning and scheduling • Roles and contribution of key departments during filming, inter-dependencies and reporting structures of production teams • Overall production processes • Types of shoot • Production limitations including details of shooting locations and key constraints on budget, resources and time availability • Scheduling tools and software 	<ul style="list-style-type: none"> • Concept of production planning and scheduling • Vision and motivations of the creative team • Roles and contribution of key departments during filming, inter-dependencies and reporting structures of production teams • Overall production processes • Types of productions and genres • Technical aspects of productions • Types of shoot • Production limitations including details of shooting locations and key constraints on budget, resources and time availability • Scheduling tools and software 	<ul style="list-style-type: none"> • Vision and motivations of the creative team • Planning and contingency management • Production operations management • Project management • Resource management • Financial and commercial acumen • Optimisation and fund management 	
Abilities			<ul style="list-style-type: none"> • Develop daily production activities based on the production schedule, including location-wise schedule to ensure 	<ul style="list-style-type: none"> • Review shooting scripts to develop a detailed understanding of the scripts • Determine the associated production 	<ul style="list-style-type: none"> • Review production schedules to ensure that all assumptions on the requirements including locations, cast, crew and equipment are realistic 	

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			<p>smooth production processes</p> <ul style="list-style-type: none"> • Prepare breakdown sheets based on the schedule • Prepare day-wise requirements for the crew • Review production requirements for finalised locations against the schedule for all production locations • Support the development of production boards or strip boards to lay out the sequences for production 	<p>activities required for each scene, by each cast, crew and the type of equipment and other related resources</p> <ul style="list-style-type: none"> • Identify the type of production styles, technologies and methods and their corresponding implications on budget, time schedule, cast and crew requirements • Line the script by pulling out elements that affect the budget and schedule • Review the breakdown sheets and production boards or strip boards to ensure requirements are fulfilled • Develop the entire production or shooting schedule and make changes to ensure that the entire production is aligned with the budgets and timelines 	<ul style="list-style-type: none"> • Advise on changes to optimise the schedules based on changes to shooting sequences • Highlight issues that may impact production progress and provide recommendations • Facilitate discussions with the creative and technical team leads to make decisions in adherence to the budgets and timelines • Recommend changes to the production schedule to align with variations • Share best practices to enhance the process of production scheduling and optimisation 	
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