



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **CUFPOP03B Compile a production schedule**

**Release: 1**

## **CUFPOP03B Compile a production schedule**

### **Modification History**

Not applicable.

### **Unit Descriptor**

This unit describes the skills and knowledge required to plan and compile a production schedule that identifies all required resources and timelines for the completion of all stages and components of a production/event within the cultural industries. This is a significant aspect of planning for pre-production events, actual production/event/performance activities and any post production work. Senior production personnel such as the production or event manager would generally undertake this activity.

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### **Application of the Unit**

Not applicable.

### **Licensing/Regulatory Information**

Not applicable.

### **Pre-Requisites**

Not applicable.

### **Employability Skills Information**

Not applicable.

### **Elements and Performance Criteria Pre-Content**

Not applicable.

## Elements and Performance Criteria

### Elements and Performance Criteria

<b>Element</b>	<b>Performance Criteria</b>
1 Analyse and confirm resource schedule	<ul style="list-style-type: none"><li>1.1 Analyse and correctly interpret the resource schedule to confirm the resources required for each stage in the production process.</li><li>1.2 Consult with all departments involved in the production to clarify and confirm their requirements.</li><li>1.3 Confirm accuracy and feasibility of resource schedule against overall production requirements.</li><li>1.4 Conduct discussions with colleagues in a manner which promotes positive working relationships.</li><li>1.5 Identify non-resource issues that may impact on the production schedule and collate and compile relevant information.</li></ul>
2 Compile the production schedule	<ul style="list-style-type: none"><li>2.1 Create an appropriate production timeline, ensuring the schedule identifies clearly and accurately the major responsibilities, stages, tasks and target dates required to deliver the production within budget and to deadline.</li><li>2.2 Ensure the schedule clearly and realistically allocates the resources required.</li><li>2.3 Identify and accommodate factors affecting the timing and sequence of tasks within the schedule.</li><li>2.4 Allocate time to each stage of the production that is realistic and sufficient to enable the objectives to be met.</li><li>2.5 Ensure the time allocated enables the efficient use of resources.</li><li>2.6 Identify potential factors which may cause delays to production and develop contingency plans to accommodate potential delays.</li></ul>

- 3 Agree to and distribute the production schedule
  - 3.1 Ensure the schedule is accurate, comprehensive and presented clearly.
  - 3.2 Distribute schedule promptly to all relevant personnel.
  - 3.3 Allow adequate opportunities for relevant personnel to ask questions and seek clarification.
  - 3.4 Resolve difficulties and/or ambiguities in the understanding or implementation of the schedule as required.
  - 3.5 Communicate any changes to the schedule promptly to all relevant personnel.
  - 3.6 Develop and maintain an appropriate and clear recording system for all information relating to the production schedule which will facilitate access by others.

## **Required Skills and Knowledge**

Not applicable.

## Evidence Guide

### Underpinning skills and knowledge

Assessment must include evidence of the following knowledge and skills:  
formats and features of resource schedules and other production documentation  
in depth understanding of all artistic and technical elements of the production/event such as staging, lighting, and sound elements, sufficient to be able to schedule all aspects  
commonly used techniques for creating a production schedule, including underpinning scheduling principles and software options  
ability to prepare relevant documentation and production information, including different ways of presenting schedules  
effective communication, negotiation and problem solving techniques particularly in relation to production scheduling and the issues which arise  
relevant Occupational Health and Safety legislation and regulation as it applies to all scheduling of production elements and personnel  
provisions of relevant industrial awards as they apply to the scheduling of production personnel.

### Linkages to other units

This unit has linkages to the range of production planning and operations units found in the Entertainment and Film, TV Radio and Multimedia Training Packages. Combined training delivery and/or assessment is recommended. Particular linkages may include:

CUFPOP02B - Determine resource requirements for total production

CUFPOP05B - Book and coordinate production resources

CUEPMT11A - Manage the production process

### Critical aspects of evidence

The following evidence is critical to the judgement of competence in this unit:  
effective use of scheduling tools and techniques to create an accurate and practical production schedule that takes account of all relevant issues  
effective communication, negotiation and problem solving skills.

### Method and context of assessment

The assessment context must provide for:  
development of more than one production schedule (for an actual production) to ensure that skills can be adapted to different circumstances  
development of a production schedule within commercially-realistic time constraints  
involvement of and interaction with others to reflect the collaborative nature of the scheduling process.

Assessment may incorporate a range of methods to assess practical skills and the application of essential underpinning knowledge, and might include:  
review of production schedules prepared by the candidate  
project activity to allow the candidate to create production schedules for a range of different productions  
evaluation of the operation/preparation of a production where the candidate is responsible for production scheduling  
written or oral questioning to test knowledge of the production elements, industrial awards and Occupational Health and Safety requirements  
review of portfolios of evidence and third party workplace reports of on-the job performance by the candidate.

Assessment methods should closely reflect workplace demands and the needs of particular groups (e.g. people with disabilities, and people who may have literacy or numeracy difficulties such as speakers of languages other than English, remote communities and those with interrupted schooling).

### **Resource requirements**

Assessment of this unit requires access to:

a script or other source material

relevant industrial awards and Occupational Health and Safety regulations.

### **Key competencies in this unit**

Key competencies are built into all workplace competencies. The table below describes those applicable to this unit. Trainers and assessors should ensure that they are addressed in training and assessment.

Level 1 = Perform

Level 2 = Administer and Manage

Level 3 = Design and Evaluate

### **Collecting, organising and analysing information (3)**

Analysing the resource schedule.

### **Communicating ideas and information (3)**

Presenting the schedule to production personnel.

### **Planning and organising activities (3)**

Compiling the total production schedule.

### **Working with others and in teams (3)**

Consulting on resource requirements.

### **Using mathematical ideas and techniques (2)**

Estimating times and resource allocations.

### **Solving problems (2)**

Planning for an extremely tight schedule.

### **Using technology (1)**

Using planning software.

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commonly used techniques for creating a production schedule, including underpinning

scheduling principles and software options

ability to prepare relevant documentation and production information, including different

ways of presenting schedules

effective communication, negotiation and problem solving techniques particularly in relation to production scheduling and the issues which arise

relevant Occupational Health and Safety legislation and regulation as it applies to all

scheduling of production elements and personnel

provisions of relevant industrial awards as they apply to the scheduling of production

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**Using technology (1)**

Using planning software.



## Range Statement

The following explanations identify how this unit may be applied in different workplaces, sectors and circumstances.

**Resources may include:**

human resources personnel, e.g. crew, cast performers  
equipment  
materials  
facilities.

**Stages in the production process may include:**

pre-production  
production  
post-production  
performance/event delivery.

**Factors affecting schedule may include:**

continuity  
logistics  
contract agreement and compliance  
legal requirements  
religious and cultural holidays  
climate and weather  
daylight hours  
availability of performers and contributors  
availability of technical crew  
access to venue/location  
access to rehearsal facilities.

**Factors which may cause delay may include:**

weather  
illness  
equipment failure  
industrial action  
community/local action against factors within production.

**Relevant colleagues may include:**

performers/presenters  
technicians, e.g. sound, lighting, audiovisual, staging, special effects  
directors  
designers  
choreographers  
stage management  
venue management  
producers  
Art Department personnel  
safety personnel.

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**Unit Sector(s)**

Not applicable.