

DMA 499

Final Report Format

Each member of the project team is required to submit a separate Final Report typed in this format. Describe your role in each of the following aspects of the project. Make sure you list dates, times, and total hours for each aspect:

- Project Concept** - discuss your input in the original idea and development of the concept. (*List Total Sum*).
- Writing** - discuss your involvement in the actual writing of the project which includes any narration copy, text screens, or shot selection aspects. (*List Total Sum*).
- Pre-Production Coordination** - list the dates, times, and hours you spent on the following pre-production activities: (*Make sure to list a Total Sum for all Pre-Production hours*).
 - Casting or Pre-Interviewing Talent -
 - Location Scouting or Location Clearances -
 - Facilities, Equipment, or Crew Scheduling -
 - Food, Lodging, or Transportation Arrangements -
- Production** - list the dates, times, and hours for each tracking session or location shoot along with the function that you and each team member performed. (*List a Total Sum for all Production hours on the project*).
- Post Production** - list the dates, times, and hours you spent on any post production activities: (*List Total Sum*).
 - Tape Transfers, Quicktime Burns, or Window Dubbing -
 - Tape Logging or EDL Selection -
 - Video Editing -
 - Graphics for DVD Screens and Cover Art -
 - CG Titling, Animation, or Motion Menus -
 - DVD Authoring -
- Budget** - report all of your financial expenditures. Make sure you provide a Total Sum for all expenses at the end:
 - Blank Tape, CD's, DVD's -
 - Insurance Liability Bond -
 - Telephone/Postage -
 - Transportation/Fuel -
 - Misc. Expenses/Equipment Rental -
 - Total Sum** = _____
- Project Quality** - discuss the strengths and weaknesses of your project as far as: 1) *production value (technical quality – how professional does it look/sound)* and 2) *entertainment value (how well does it hold the attention of the target audience)*. What does your project demonstrate about your skills and expertise in digital media? How will having this project in your portfolio help you to secure a job in the industry?
- Your Grade** - discuss what grade you believe you deserve for what you achieved on this project and why this particular grade for DMA 499 would be appropriate. **Base your assessment on what is actually reflected in the final product, rather than on the amount of time or effort you put forth.** Also, assess your professional image.
- Team Members' Grades** - evaluate the strengths and weaknesses of each of your project team members along the same criteria. Discuss what final grade you believe each team member deserves for his or her contribution, achievement, and professional image on this project. It is confidential, so be honest.