

Production Management Part 2

Introduction

This document includes my initial analysis and four letters, one to each person involved in the CGI production of the Child's Road Safety Film.

Justifications

I have been trying to find out if the rendering needs to be included in the budget as a separate item or not.

After some research it seems it depends on the job. I felt that as the rendering is taking 20 days, then it should really be charged for separately, at least as a basic cost to cover the use of the machines and electricity, this is NOT a charge for a Render Wrangler.

As the lighting setups will not have any changes, some of them have been scheduled before the final edit of the shots they are related to will have been undertaken.

Breakdown of work

I created the following table to allow me to keep track of the work that had been applied to the schedule, and to make sure I didn't accidentally double up or miss any jobs out. I also used it to calculate the total days for each type of job per person, against the process number.

Table 1

ID	TASK	Includes	Includes	Includes	Days	Person	Job Type	Proc
1	Character 1 Build				4	Peter	3DCA	4
2	Character 1 Edit				1	Matthew	3DCA	13
3	Character 1 Rig				2	Sarah	3DCA	7
4	Character 1 Texture				1	Sarah	3DCA	6
5	Character 2 Build				4	Matthew	3DCA	3
6	Character 2 Rig				1	Sarah	3DCA	9
7	Character 2 Texture				2	Sarah	3DCA	5
8	Character 2 Texture Edit				1	Sarah	3DCA	8
9	Environment 1 Build & Texture				5	Peter	3DCA	10
10	Environment 1 Edit				1	Peter	3DCA	11
11	Environment 2 Build & Texture				4	Matthew	3DCA	14
12	Environment 2 Edit				1	Matthew	3DCA	21
13	Environment 3 Build & Texture				3	Peter	3DCA	12
14	Environment 3 Edit				1	Peter	3DCA	18

15	Animate Shot 1	Character 1		Environment 1	2	Matthew	3DCA	30
16	Edit Shot 1				1	Matthew	3DCA	51
17	Lighting Shot 1				1	Sarah	3DCA	52
18	Animate Shot 2		Character 2	Environment 1	2	Sarah	3DCA	16
19	Edit Shot 2				1	Sarah	3DCA	17
20	Lighting Shot 2				1	Peter	3DCA	20
21	Animate Shot 3	Character 1	Character 2	Environment 3	3	Sarah	3DCA	24
22	Edit Shot 3				1	Sarah	3DCA	25
23	Lighting Shot 3				1	Sarah	3DCA	26
24	Animate Shot 4	Character 1	Character 2	Environment 2	3	Matthew	3DCA	22
25	Edit Shot 4				1	Matthew	3DCA	23
26	Lighting Shot 4				1	Peter	3DCA	19
27	Animate Shot 5	Character 1		Environment 2	2	Matthew	3DCA	29
28	Edit Shot 5				1	Matthew	3DCA	50
29	Lighting Shot 5				1	Sarah	3DCA	42
30	Animate Shot 6		Character 2	Environment 1	2	Sarah	3DCA	38
31	Edit Shot 6				1	Sarah	3DCA	43
32	Lighting Shot 6				1	Sarah	3DCA	47
33	Animate Shot 7	Character 1	Character 2	Environment 1	3	Sarah	3DCA	27
34	Edit Shot 7				1	Sarah	3DCA	28
35	Lighting Shot 7				1	Peter	3DCA	36
36	Render Duration Shot 1				3	Rendering	Rendering	54
37	Render Duration Shot 2				2	Rendering	Rendering	32
38	Render Duration Shot 3				3	Rendering	Rendering	41
39	Render Duration Shot 4				3	Rendering	Rendering	31
40	Render Duration Shot 5				2	Rendering	Rendering	53
41	Render Duration Shot 6				3	Rendering	Rendering	48
42	Render Duration Shot 7				4	Rendering	Rendering	34
43	Composite Shot 1				2	Sarah	Compositing	56
44	Composite Shot 2				1	Peter	Compositing	35
45	Composite Shot 3				2	Peter	Compositing	44
46	Composite Shot 4				2	Peter	Compositing	39
47	Composite Shot 5				1	Sarah	Compositing	55
48	Composite Shot 6				2	Peter	Compositing	49
49	Composite Shot 7				2	Peter	Compositing	45
50	(Total) Original Project Length				76			
51	Total Resource Days				94			

Table 2 was created to work out the charges for each category and person based on the number of days they are working. The numbers were calculated automatically from Table 1 as data was added, so Table 2 would always show the latest information. This made it easy to finalise the costs for each person to add to their letter. Production Management days are calculated from the start and end dates of the CGI production.

Table 2

Cost analysis											
Person	Type	Days	Charge per day	Total Charge	Total Charge + 5%		Total Charge + 20%		Daily Rate	Total Rate	Difference between Total Charge and Total Rate
Peter	3DCA	17	£200.00	£3,400.00	£210.00	£3,570.00	£240.00	£4,080.00	£300.00	£5,100.00	£1,700.00
Peter	Compositing	9	£230.00	£2,070.00	£241.50	£2,173.50	£276.00	£2,484.00	£350.00	£3,150.00	£1,080.00
Matthew	3DCA	20	£220.00	£4,400.00	£231.00	£4,620.00	£264.00	£5,280.00	£300.00	£6,000.00	£1,600.00
Sarah	3DCA	25	£200.00	£5,000.00	£210.00	£5,250.00	£240.00	£6,000.00	£300.00	£7,500.00	£2,500.00
Sarah	Compositing	3	£250.00	£750.00	£262.50	£787.50	£300.00	£900.00	£350.00	£1,050.00	£300.00
Rendering	Rendering	20	£100.00	£2,000.00	£105.00	£2,100.00	£120.00	£2,400.00	£200.00	£4,000.00	£2,000.00
	Production Management	41	£200.00	£8,200.00	£210.00	£8,610.00	£240.00	£9,840.00	£300.00	£12,300.00	£4,100.00
Totals				£25,820.00		£27,111.00		£30,984.00		£39,100.00	£13,280.00

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Education Productions,
8 Learner Place,
Aca-Demic.
AD10 0PC

23rd May 2018

Project: Child's Road Safety Film

Dear Mandy and Marcus,

I am pleased to provide you with the Child's Road Safety Film CGI production schedule, costings and approval meeting dates.

The CGI production will start on **Thursday 21st June 2018** and will be completed on **Tuesday 31st July 2018**, a total of **41** days. This will be completed within the required timeframe and allow for any final changes to the project work.

Our Rates: -

Daily Rates (ex.VAT)		
Service	Weekday	Weekend
3DCA (Modelling, Texturing, Rigging, Animation, Lighting)	£300	£400
Compositing	£350	£450
Rendering	£200	£200
Production Management	£300	£400

Based on the Daily Rates listed above, the costings of the project will be as follows: -

Project Budget (ex. VAT)			
Service	Number of Days	Daily Rate	Total
3DCA	62	£300.00	£18,600.00
Compositing	12	£350.00	£4,200.00
Rendering	20	£200.00	£4,000.00
Production Management	41	£300.00	£12,300.00
Total			£39,100.00

Please, can you confirm whether you will be able to attend our offices at 9am on the following dates? The dates are for approval meetings and the final meeting is set the day after the completion of all the work: -

Mandy

Tuesday 10th July 2018 - Approval meeting for Shots 2 and 4.

Monday 16th July 2018 - Approval meeting for Shots 3, 7 and Lighting for Shots 2 and 4.

Monday 23rd July 2018 - Approval meeting for Shots 1, 5 and 6 and Lighting for Shots 3, 5, 6 and 7.

Wednesday 1st August 2018 - Final Meeting for signoff on completion of all work including approval for Lighting of shot 1.

Marcus

Wednesday 27th June 2018 - Approval meeting for Character Build 1 and 2.

Wednesday 4th July 2018 - Approval meeting for Character Textures 1 and 2, and Environment 1 and 2.

Tuesday 10th July 2018 - Approval meeting for Environment 3.

Wednesday 1st August 2018 - Final Meeting for signoff on completion of all work.

The full schedule can be found on page three (3) of this document.

Please feel free to contact me if you have any questions.

Yours sincerely,



J. C. Bloggs (Mr.)

Enc.



- Pink – Character Modelling
- Red – Environment Modelling & Texturing
- Yellow – Character Texturing
- Green – Character Rigging
- Blue – Animating Shots
- Light Blue – Lighting Shots
- Orange – Rendering Shots
- Purple – Compositing Shots

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Matthew the Freelancer,
23 Texture Avenue,
Complight.
CL1 2AR

23rd May 2018

Project: Child's Road Safety Film

Dear Matthew,

I am pleased to provide you with your schedule and day rate for your work on the Child's Road Safety Film CGI production. The work will take place at our offices on the dates listed in the schedule below.

Basic Outline: -

Activity	Number of Days	Daily Rate	Total
3DCA (Modelling, Texturing, Animation)	20	£220.00	£4,400.00
Total for Matthew	20		£4,400.00

Your Schedule: -

Character 1 Building,
Starts on Thursday 21st June 2018 for 4 days and finishes on Tuesday 26th June 2018.

Character 1 Editing,
Wednesday 27th June 2018,
For One day only.

Environment 2 Modelling and Texturing,
Starts on Thursday 28th June 2018 for 4 days and finishes on Tuesday 3rd July 2018.

Environment 2 Editing,
Wednesday 4th July 2018,
For One day only.

Shot 4 Creation,
Starts on Thursday 5th July 2018 for 3 days and finishes on Monday 9th July 2018.

Shot 4 Editing,
Tuesday 10th July 2018,
For One day only.

Shot 7 Creation,
Starts on Wednesday 11th July 2018 for 3 days and finishes on Friday 13th July 2018.

Shot 7 Editing,
Monday 16th July 2018,
For One day only.

Shot 5 Creation,
Starts on Tuesday 17th July 2018 for 2 days and finishes on Wednesday 18th July 2018.

Shot 1 Creation,
Starts on Thursday 19th July 2018 for 2 days and finishes on Friday 20th July 2018.

Shot 5 Editing,
Monday 23rd July 2018,
For One day only.

and Shot 1 Editing,
Tuesday 24th July 2018,
For One day only.

Please feel free to contact me if you have any questions.

Yours sincerely,



J. C. Bloggs (Mr.)

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Peter the Freelancer,
44 Wrangler Road,
Framer.
FR3 3ER

23rd May 2018

Project: Child's Road Safety Film

Dear Peter,

I am pleased to provide you with your schedule and day rate for your work on the Child's Road Safety Film CGI production. The work will take place at our offices on the dates listed in the schedule below.

Basic Outline: -

Activity	Number of Days	Daily Rate	Total
3DCA (Modelling, Texturing, Lighting)	17	£200.00	£3,400.00
Compositing	9	£230.00	£2,070.00
Total for Peter	26		£5,470.00

Your Schedule: -

Character 2 Building,
Starts on Thursday 21st June 2018 for 4 days and finishes on Tuesday 26th June 2018.

Environment 1 Modelling and Texturing,
Starts on Wednesday 27th June 2018 for 5 days and finishes on Tuesday 3rd July 2018.

Environment 1 Editing,
Wednesday 4th July 2018,
For One day only.

Environment 3 Modelling and Texturing,
Starts on Thursday 5th July 2018 for 3 days and finishes on Monday 9th July 2018.

Environment 3 Editing,
Tuesday 10th July 2018,
For One day only.

Shot 4 Lighting,
Wednesday 11th July 2018,
For One day only.

Shot 2 Lighting,
Thursday 12th July 2018,
For One day only.

Shot 2 Compositing,
Monday 16th July 2018,
For One day only.

Shot 7 Lighting,
Tuesday 17th July 2018,
For One day only.

Shot 4 Compositing,
Starts on Wednesday 18th July 2018 for 2 days and finishes on Thursday 19th July 2018.

Shot 5 Lighting,
Friday 20th July 2018,
For One day only.

Shot 3 Compositing,
Starts on Monday 23rd July 2018 for 2 days and finishes on Tuesday 24th July 2018.

Shot 7 Compositing,
Starts on Wednesday 25th July 2018 for 2 days and finishes on Thursday 26th July 2018.

and Shot 6 Compositing,
Starts on Friday 27th July 2018 for 2 days and finishes on Monday 30th July 2018.

Please feel free to contact me if you have any questions.

Yours sincerely,



J. C. Bloggs (Mr.)

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Sarah the Freelancer,
256 Pixel Street,
Arnold.
AR6 8LD

23rd May 2018

Project: Child's Road Safety Film

Dear Sarah,

I am pleased to provide you with your schedule and day rate for your work on the Child's Road Safety Film CGI production. The work will take place at our offices on the dates listed in the schedule below.

Basic Outline: -

Activity	Number of Days	Daily Rate	Total
3DCA (Texturing, Rigging, Animation, Lighting)	25	£200.00	£5,000.00
Compositing	3	£250.00	£750.00
Total for Sarah	28		£5,750.00

Your Schedule: -

Character 2 Texturing,
Starts on Wednesday 27th June 2018 for 2 days and finishes on Thursday 28th June 2018.

Character 1 Texturing,
Friday 29th June 2018,
For One day only.

Character 1 Rigging,
Starts on Monday 2nd July 2018 for 2 days and finishes on Tuesday 3rd July 2018.

Character 2 Texture Editing,
Wednesday 4th July 2018,
For One day only.

Character 2 Rigging,
Thursday 5th July 2018,
For One day only.

Shot 2 Creation,
Starts on Friday 6th July 2018 for 2 days and finishes on Monday 9th July 2018.

Shot 2 Editing,
Tuesday 10th July 2018.
For One day only.

Shot 3 Creation,
Starts on Wednesday 11th July 2018 for 3 days and finishes on Friday 13th July 2018.

Shot 3 Editing,
Monday 16th July 2018,
For One day only.

Shot 3 Lighting,
Tuesday 17th July 2018,
For One day only.

Shot 6 Creation,
Starts on Wednesday 18th July 2018 for 2 days and finishes on Thursday 19th July 2018.

Shot 6 Lighting,
Friday 20th July 2018,
For One day only.

Shot 6 Editing,
Monday 23rd July 2018,
For One day only.

Shot 1 Lighting,
Wednesday 25th July 2018,
For One day only.

Shot 5 Compositing,
Thursday 26th July 2018,
For One day only.

and Shot 1 Compositing,
Starts on Monday 30th July 2018 for 2 days and finishes on Tuesday 31st July 2018.

Please feel free to contact me if you have any questions.

Yours sincerely,



J. C. Bloggs (Mr.)