## **PRL Case Studies**

Project Plan: v.1.o October 5th, 2007

Dana Ung, Pump, Ide M

#### **Major Dates:**

## Oct 1-5:

Kick-off, Equipment Needs Assessment (soundboard, voice recorder, etc)

#### Oct 8-12

Purchase materials, Conduct Interviews, Develop Story P.O.V., Plan Shoots, Deliver inital Storyline 10/12 Deliver initial Storyline (Word, email or Keynote) (JE + TM)

## Oct 15-19

Develop Case Study Look, Feel and Tone, Conduct Interviews, Photoshoots, Interview Transcriptions
10/19 Present/Deliver Case Study look, feel and tone (JE + TM)

#### Oct 22-26

Shoot Products and Team, Design and Layout w/Rough images, And Text. Rough written drafts. (10/26) Very Rough Draft in in Desgin Due. (JE + TM)

### Oct 29-Nov 2

Continuted work on Design and Layout of InDesign Doc. 11/2 First draft due (JE + TM)

# Nov 5-9

Revisions and compiling additional photos. Additional Photoshoots if neccessary (tom at DUX conference in Chicago this week)

11/9 Comments for Revisions Due (DB + CM)

#### Nov 12-16

Revising writing, layout, design based on comments. Project Check-in. (tom Teaching Exec Ed, 11/11-11/14)

11/16 Status report and plan for final stretch Due (JE + TM)
Nov 19-23 Thanksqiving

## Nov 26-30

Design, Layout, continued Revisions. Proofreading 11/30 2nd Draft Due. (JE + TM)

## **Dec 3-7**

Incorporating comments. Revising design as necessary. 12/4 Comments Due (DB + CM)

#### Dec 10-14

Printing. Waiting
12.10 File to Printer
12/14 Receive File from printer

	October 2007						November 2007							December 2007					
day	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Frid
	1		2 3		*Equip. Needs Assess     *Project Plan     *Story Overview     *Schedule Wkly mag	6		*design and layout				1 *Ist Oraft Oue 2	3		Shoot additional shots a needed.	27	• design and layout		*2nd Draft di *Proofreading
7 *Cert (so	et Materials oundboard, plywood,	*Interview Dana	9  *Flan shoot punch list *Develop initial storyline		1 *present initial story	13		4 *Tom @ DUX Conf.	S *Ton @ DUX Conf.	*Tom @ DUX Conf.	◆Tom ⊕ DUX Conf.	8  *Tom @ DUX Conf.  *Detailed Ravisions Due	10		2 3	•Revisions Due	S		6 +3rd Draft C
14 *de- pail	nvelop look, color slette, tone	*Interviews     *shoot prototypes	16 *interviews 17	*interviews 1/	8 *send out transcription	20	*Tom Exec Ed	11 *Ton Duc Id	2 •Tom Exec Ed 11	*Tom Exec Ed		5 16	17		9 10 A Digital Files to Printer	11	. 12	,	13 *Final Print
21 *sho	22 root products + team	2	24	2:	5 * In-design w/rough * 9et transcription back	27		18 Thanksgiving Break	9 •Thanksgiving Break	*Thanksgiving Break	Thanksplvnig Break	23 *Thanksgiving Break	24	1	6 17	18	19	2	00
28 •des	29 Issign and layout		30 31		1 +1st Oraft Due 2			25 *Shoot additional shots needed.	6 2	7 *design and layout		9 *2nd Draft due *Proofreading	1	2	3 24	25	26	2	27