## Project Life Cycle: Where Are You Now?

## **ENGAGEMENT** Hello Quote Service Level Agreement DEVELOPMENT Planning DISTRIBUTION Development Invoice (deposit) Research and Sourcing Marketing Proposal **Duplications** Treatment Publicity Material Script / Interview Questions Bonus Materials Budget and Scheduling PRE-PRODUCTION Preparing **POST-PRODUCTION** Location Recce Location Risk Assessment Editing Cast/Interviewee Profiles Animation/Special Effects Props and Wardrobe Graphics Design Make Up Shot List Voice Over Subtitling/Translations Storyboard Music Licensing Foley Music Cue Sheet Call Sheet Sound Balancing Colour Grading **PRODUCTION** Edit Feedback Review Periods (Pass) Polishing Filming **Exports** Delivery Invoice Production Invoice Evaluation Location Clearance Contributors Release

The Life Cycle diagram is designed to keep you on track of where you are in your project and where you are going next.