Project Proposal Guidance and Template

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**Extended Diploma**

**in Creative Media Production and Technology**

In producing the project proposal, and in preparing for the project realisation you should familiarise yourself with Units 13 and 14 of



the qualification.

In particular, you should understand the assessment and grading criteria which will be used to determine standards of achievement.

Units 13 and 14 require you to produce a project proposal of about 500 words, excluding the project action plan and

bibliography. Project proposals should not be so succinct that they do not address the

requirements listed below, nor should they be excessively long and unfocused.

Your project proposal should be sufficiently challenging to ensure you have the best possible chance of meeting the grading criteria.

Your project proposal should include:

* Centre name and number
* Candidate name and number
* Project proposal title and date
* Main area of activity / pathway, e.g. film, TV, games design etc.

The project proposal must be word processed and presented under the headings listed here:

# Section 1 - Rationale

(Approximately 150 words)

This section provides you with an opportunity to reflect on, review and summarise your progress and achievements through the first 12 units of the qualification.

You should outline the knowledge, skills and understanding you have acquired. What

you know now, and what it means to you, compared with what you knew and could do before you started the course, and how this has influenced your choice of discipline or disciplines and your project proposal.

It also provides an opportunity for you to explain your reasons for choosing a particular discipline or disciplines and to outline both your immediate and longer-term aspirations.

# Section 2 – Project concept

(Approximately 200 words)

This section provides an opportunity for you to clearly explain the concept and aims of your project, production or performance and the research and ideas that will support its development. What you anticipate producing, the levels and types of resources that you will need and an indication of the form in which you will complete and present your final realisation within the allocated timescale.

This might include an indication of when and how you will use studios, equipment and other resources, how you will make use of tutorial and peer feedback and where you will incorporate independent study.

# Section 3 - Evaluation

(Approximately 150 words)

This section provides an opportunity for you to explain how you will reflect on and evaluate your work, as both an ongoing activity and at the conclusion of your project.

You should describe how you intend to record your decision-making and how you will document changes to your ideas as your work progresses.

The evaluation should be referenced to your stated aims and be reflective and analytical rather than a description of actions completed.

When working in collaboration with others you should comment on how this may impact either positively or negatively and steps you can take to minimise disruption in your

own progress.



# Additional requirements, not included in the 500 word proposal:

**Project action plan and timetable:**

This section provides you with an opportunity to outline your planning and organisation over a period of weeks and the activities you will need to carry out in order to successfully complete your project in the agreed time frame. The more time and thought you give to

planning your project, the more successful it is likely to be.

It is important that you consider how you will balance ambition, time and realism in the realisation of the project. You should also include what you are going to do, how you will do it and by when. Remember to include: time spent sourcing materials and other resources to conduct research, feedback from tutors and peers, and when you will carry out independent study.

# Bibliography (Harvard Format):

This section provides an opportunity to record the initial research sources, both primary and secondary, that you intend to use.

Your sources of research should be as wide as possible and could include libraries, galleries, books, magazines, films, computer games, websites, blogs, social media, radio programmes, archive material etc. Where appropriate, you should use the Harvard system of referencing. The bibliography should be continuously updated as the project progresses.

**Candidate Name**

Naseem Miah

**Candidate Number**

10626558

**Pathway**

Digital Marketing

**Project Title**

Italy Documentary

**Section 1: Rationale**

My FMP project is filming a documentary in Italy because the theme is "pocket planet," so I’m planning to explore the culture of Italy and the scenery of Italy. I now have better skills and knowledge in filmmaking, video editing, and planning. At the start of the course, my planning skills were very basic. A few aspects are written down on a word document and some plans. However, now I have better pre-production skills as I know what types of pre-production documents to use to plan my project. I have also improved my filming skills, as I now know how to correctly position the camera for the certain tones and moods I want to achieve in filming. I knew a lot about editing in Premiere Pro before coming into the course, but I was still able to learn more, like storytelling and how to tell a narrative through camera shot types and sound. I had a lack of skills in pre-production and storytelling prior to the course, but now, after learning convention types and codes and analysing films and storytelling, I have a better understanding of how to create a compelling narrative in media and use pre-production to help aid the project.

**(approx. 150 words)**

**Section 2: Project Concept**

The project concept is filming a documentary in Italy revolving around the theme "pocket planet" considering filming the culture, scenery, and lifestyle. The music for the film will be done by the music students, so that is covered. I’m hoping to help with editing and promotion. My aim is to create a high quality documentary that is professional and can portray Italy in the way I intend to show how well the scenery, food, and lifestyle in Italy are. I will do secondary research on already existing documentaries and short films about Italy to gain inspiration and ideas of what I may want to shoot in Italy. I plan on doing primary research when I’m in Italy and conducting location spotting to see what areas I may be likely to film in Italy. Then, as for my secondary research, I will plan on watching and reading films, articles, and YouTube videos about Italy so I get a better idea of what I should be doing once I'm there.

**(approx. 200 words)**

**Section 3: Evaluation**

For my evaluation, I plan on documenting what happens every day of the project, recording any troubles we have on the project and any positives we have on the project. We will document the troubles we had and how we overcame those troubles. As I progress on the project, I will check my work with the 3 others in it just so that I can get a second opinion on my work and be reassured that the work is up to a good standard. I think I will document my problems in a word document and keep updating the document as the days progress.

**(approx. 150 words)**

**Proposed Research Sources and Bibliography (Harvard Format)**

For my Research I will be using Harvard referencing to refer to all the sources of information I use. I will be using articles websites and YouTube for my secondary research then I will be doing my Primary research when I am in Italy and survey the area in Italy to see what information and Ideas I can gain to help with our Documentary.



**Project Action Plan and Timetable**



**Week**

**Date Week Beginning**

**Activity / What you are intending to do - including independent study**

**Resources / What you will need to do it - including access to workshops**