



Culmination Project Plan

4/2018

Documentary: Project Platform

Director:
Jabari Mills

Proposal

In 1904, the year New York City was introduced to the first subway by the IRT (Interborough Rapid Transit Company). Some would say that subways are the veins of New York City and trains have been helping New Yorkers travel and commute for many years. New York City gets its uniqueness from all the people, cultures and classes that eventually meet and form a melting pot in these subways. From news to fashion, dance, music, and poetry you can find all of this in our subway, but what draws the line between panhandling and entertainment? Could it be talent? Purpose perhaps? Or maybe the subject matter? By combining investigative research with a few interviews from local people, I will be creating a documentary about transit performers revealing a lifestyle that is constantly ignored, while answering questions like how and why many people decide to turn it.

For the past 4 years studying Entertainment Technology at New York City College of Technology; learning as well as practicing a variety of skill sets that can be applied in the workforce. I've focused on two elements of entertainment, Lighting and Video and want to specialize in these two tracks eventually mastering both fields. For this proposal I will be taking on the task of Cinematographer, Camera Operator, Writer, Director and Editor for a documentary which will include various interviews. As for the roll of the cinematographer, I will be providing a shot list/ shooting script and storyboard for this project.

Executive Summary

As the director I plan to travel with a small camera crew, some days individually and capture footage necessary to answer my thesis, what makes people with such talent choose the subway for their platform? I will need to interview local performers as well as mta commuters, workers and even officers in order to communicate each perspectives. The challenges I expect to face will be recording the three different interview portion which will require multiple lighting setups and capturing footage for a shot list that will help the editing tell this story. For the outdoor interview the main lighting source will be naturally the sun. The two indoor shoots will also need to be lit different based on location where one interview will take place in a closed dimly lit space as for the second will be in an openly lit area with large windows. Although natural light is free and requires no power source, it is not easily controlled. Creating a balanced natural look that fits the cinematographer's vision is the main goal for a Lighting technician.

Objectives

- Prepare– Produce resources, calendar dates and equipment for film crew .
- Production – Record/ Gather footage and information for documentation.
- Post Production – Edit final cut before deadline.



I. GANT Chart

II. PERT Chart

II. Deliverables

My partner Zachariah Philippe and I will provide a short documentary that will promote and inform viewers of the buskers of our New York city subways. It will include footage of many buskers performing, a few interviews from the talent as well as daily commuters. We will also provide a short trailer as a promotion for the documentary.

Project Description

I. Project Scope

A. Assumptions:

- Performers will want to be filmed
- Many different acts will be available
- Riders for the most part enjoy the entertainment
- Many performers will be located at designated areas
- Interviews need to be separate

B. Dependency Linkages: (pert.)

- Budget
- Footage
- Interviews
- Editing

C. Constraints:

- Budget (500).
- Filming underground.
- Performers must be underground.
- Deadline.

D. Impacts:

- Clear footage.
- Clean Audio.
- Simple but effective editing.

E. Critical Success Factors:

- Finding multiple acts of talent.
- Providing at least three interview portions .
- Crew working on available days.

What is the most effective organizational structure for your team?

- Daily Planner
- Communicating via Google drive
- Pert Chart

F. Measure of success:

- Milestones that determine how far along we are.
- Following schedules.
- Dividing workload.
- Rough cut.

We can measure our success by looking at how we stay on schedule, not exceed our budget and fulfill scope. But above all we can tell if we are successful if everyone is content with the results.

Project Approach

In order to complete this project we divided our plan into phases starting with a preparatory phase then on to a production phase. Following phase two we move on to gathering footage and audio creating material for post production. Phase three will be to edit according to our story that will best explains the details of our thesis questions, including trailer, charts graphs and data. This project will then presented and open for viewing.

Project Estimate

I. Estimate Schedule

Project Milestones	Target Date
Project Start/ 1st Meeting	Feb 3
Script & Narration Plan	Feb 12
2nd Meeting	Feb 20
Recon : Film Day	Mar 3
Narration Recording	Mar 12
Recon: Film Day	Mar 18
3rd Meeting	Mar 20
Interview	Apr 14
Gather Film/ Trailer	Apr 16
Rough Cut	Apr 27

Final Cut	May 4
Present	May 10

II. Resource Requirements

Needs

- Talent
- Cameras
- Microphones
- Tips in singles
- Release forms

The following personnel resources are required to complete this project:

Personnel Resource Types	Quantity
Field crew	4
Editing Crew	3
Total Personnel Resources	7

Crew members have multiple job titles.

Estimated Cost

Expense	Equipment	Tip(s)	Total
Original Budget	500	50	550
Current Budget	878	60	938
Actual Spent	410	52	462
Saved	90	-2	88

See Total Budget Plan

(Saved reflects Original budget according to Actual Spent)

Checkpoint/ Funding Schedule

- Feb, 20 - Equipment
- Mar, 3 - Film Day
- Mar, 12 - Film Day

Project Controls

I. Weekly Status Reports

Our team communicated and kept in contact through text message & phone calls. We shared documents through gmail, google drive and our city tech emails.

II. Risk Management

There's a few things that can affect the success of our documentary. For starters, filming in the subway underground and interviewing people requires release forms. Release forms are critical in filming documentaries. Depending on how important the subject is to the film, without a release, it can affect cost possible legal action and ultimately a incomplete film. By having the subjects sign the form prior to the interview it will cover the risk of filming public people. Another risk is not filming the interview process on the spot of the action. Not capturing the q&a at the scene requires more days of shooting, contacting the talent whom may not be available and risking the chance of never completing the film.

III. Issue Management

Our biggest issue was not hearing back from many of the talent that were filmed. Scheduling with a small crew acted as a issue for our pert calendar and overall project schedule. Also capturing clean audio was a minor issue .

IV. Change Management

Changes were fairly discussed in advance amongst group members and were sorted out regarding its time and priority to the film.

V. Communication Management

Any questions and concerns should be brought up and discussed during weekly meetings.

Authorizations

The Scope Statement will be approved by:

The Project Manager: Jabari Mills

Project Changes will be approved by:

The Project Director: Rayoya T

Project deliverables will be approved/accepted by:

The Project Owner: Jabari Mills

The Project Sponsor: NYCCT

The key Stakeholders: Zachariah P, Cris G, Nathaniel P, Sabine M

Specific task responsibilities of project resources will be defined in the Project/work Plan.

Scope Statement Approval Form/ Signature

Scope Statement Approval Form

Project Name:Project: Platform

Project Manager: Jabari Mills

The purpose of this document is to provide a vehicle for documenting the initial planning efforts for the project. It is used to reach a satisfactory level of mutual agreement between the project manager and the project sponsors on the objectives and scope of the project before significant resources are committed and expenses incurred.

I have reviewed the information contained in this Scope Statement and agree.

Name	Signature	Date
Jabari Mills		
Zachariah Phillippe		
Sabine Masionuave		
Cris Garcia		

The signatures of the people above relay an understanding in the purpose and content of this document by those signing it. By signing this document you agree to this as the formal Project Scope Statement.