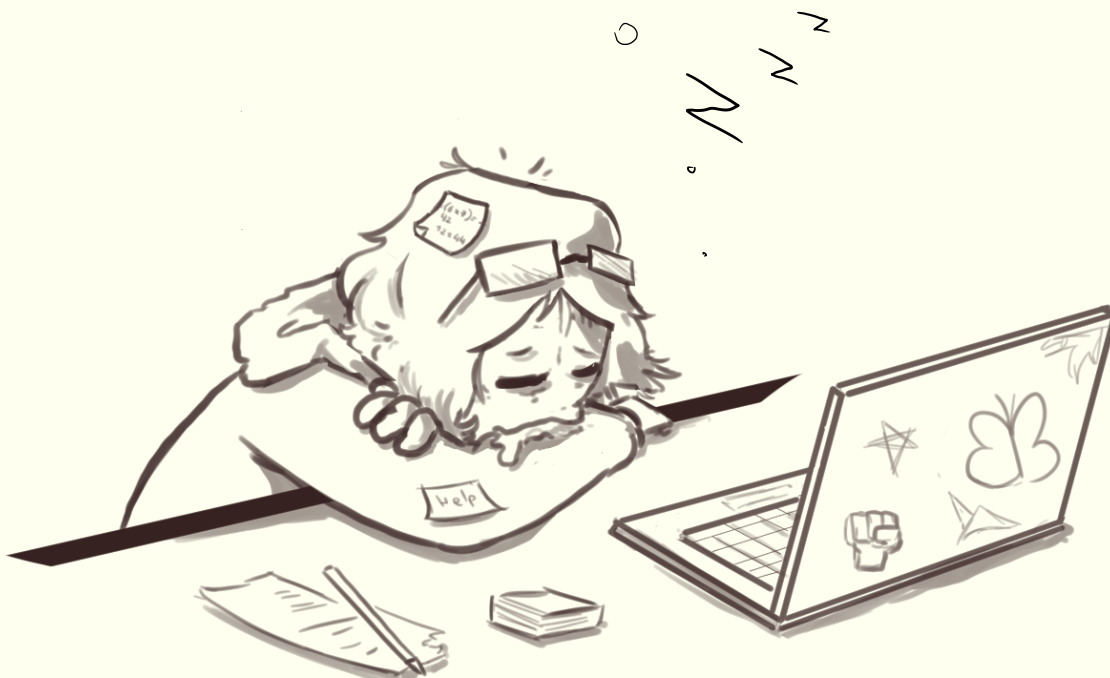

AVE340 REPORT

Carlotta Albasio

2020/2021



Although I was connected to several projects, my focus during the winter holiday was to produce for Poetry Garden. After developing a Risk Analysis, I decided to invest time into creating charts and tracking sheets that could help me have a general overlook of how the project was progressing. This involved a lot of formulas and complex calculations to evaluate how much work needed to be done and how much work I could realistically give people.

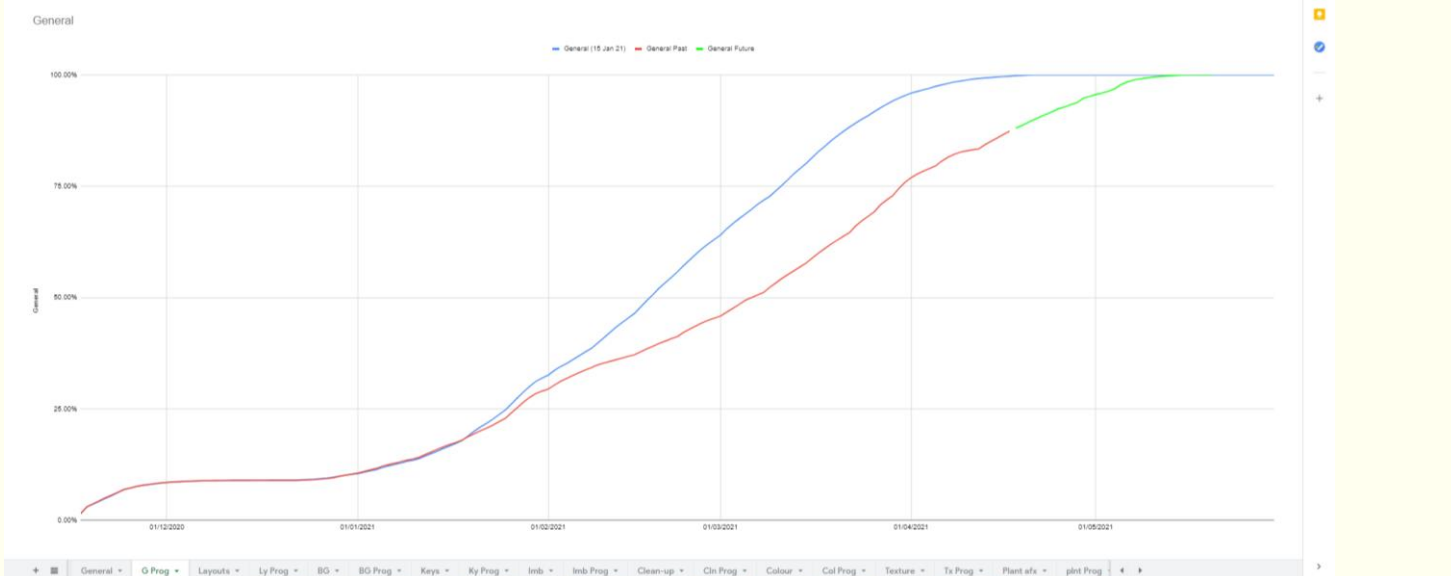
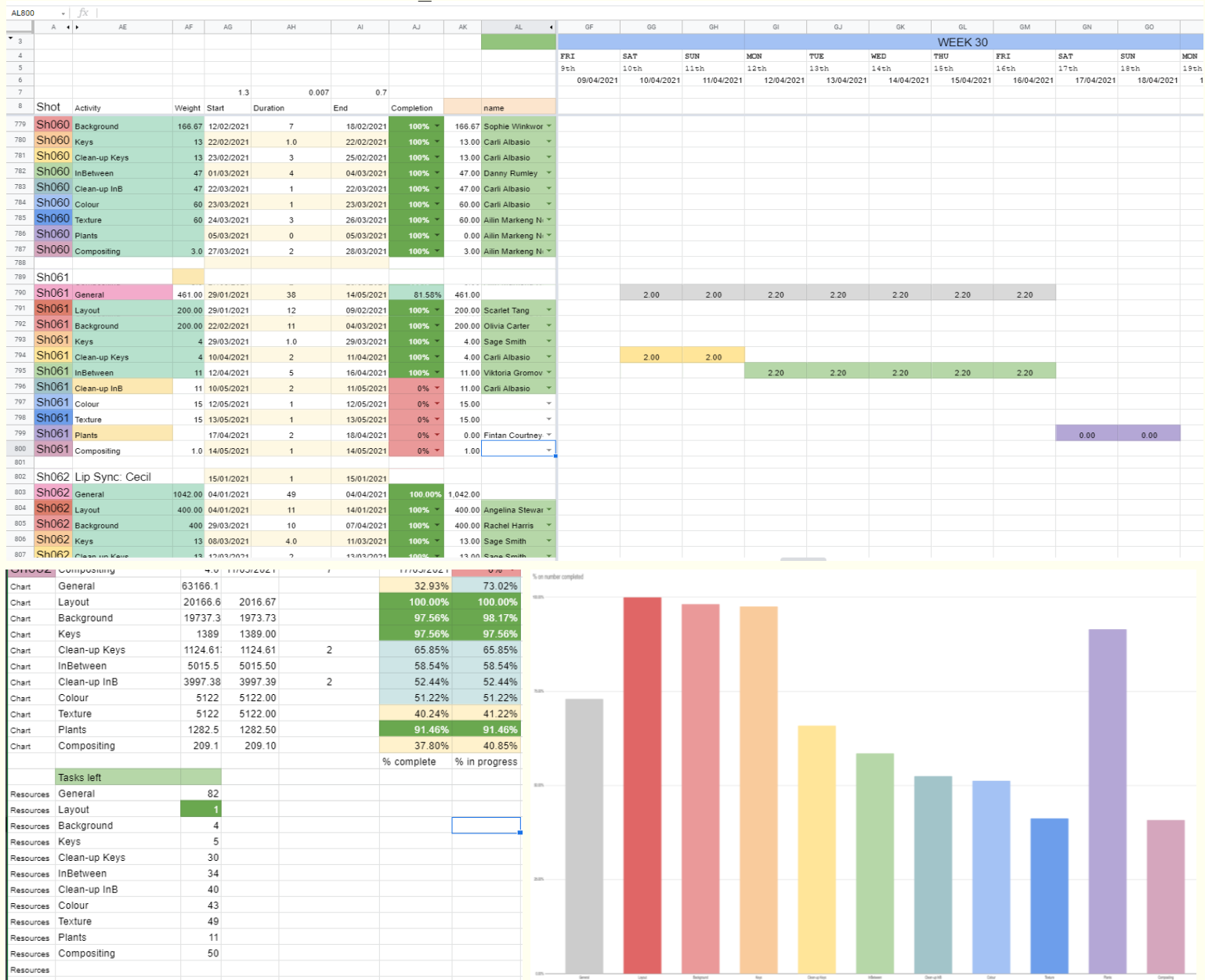
				15		25					
				25fps = 15 drawings per second	n° shots	n° char	n° average drawings	n° max frames	time count (s)	%	
KEYS		People	Extra								
tot Keys	1,404	Sage	Carli	Rachel	Shots with Lip-sync	18	2	1,011	1,685	67.4	25.40%
keys per day	17.9	Hero	Cory		Shots with Bo	44	1	2,055	3,425	137	51.62%
Key Framers	8	Viktoria	Chloe		Shots with Cecil	46	1	2,106	3,510	140.4	52.90%
Key per day per	2.24		Rebecca		Shots with Plant animation	22.1	0	1,283	2,138	84	31.65%
IMB					tot Characters animated	81	112	5,151	8,585	236.4	89.07%
tot imb	5,030		Chloe		no Characters	8	0	435	725	29	10.93%
imb per day	60.96	Viktoria	Hero	Carli	tot with all characters			6,434	10,723	265.4	100.00%
imbetweeners	10	Whitney	Rebecca	Sage	tot Compositing weight				213		
imb per day per	6.10	Danny	Cory	Rachel							
CLEAN-COLOUR		Clean	Colour		tot average drawing count	82		6,434			
tot cleans	5,151	Viktoria	Viktoria	Carli	tot frames	82		3,981	6,635		
cleans per day	67.33	Ida	Scarlet	Chloe							
Cleaners	9	Scarlet	Emily		media	82	1.8	78	81	3.24	
Cleans per day p	7.48	Sage	Becky		mode	82	1	60	50	2	
Colour artist	7	Ivet	Ivet		min	82	0	6	0	0	
Colour per day p	1.07	Chloe	Olivia C		max	82	6	315	375	15	
		Danny	Cory								
		Charlotte									
		Whitney									
AFX PLANTS										days	weeks
tot drawings	5,151	Ailin			deadline		26/04/2021				
plant per day	67.78	Grace			end target date		11/05/2021				
afx artist	4	Fintan			start activities		18/01/2021		113		16
plant per day pe	16.94	Sophie			today		10/05/2021		1		0
TVPAINT PLANT											
tot plants drawin	1,283	Sage			seconds from start				2.3		16.6
plant per day	16.76	Hero			seconds from today				265.4	#DIV/0!	
afx artist	4	Viktoria									
plants per day p	4.19	carli									
COMPOSITING											
tot compositing v	213	Sophie			keys		18/01/2021	06/04/2021	78.5		
compositing per	2.80	Ailin			clean		22/01/2021	07/04/2021	75.5		
afx artist	4	Grace			imbetween		23/01/2021	15/04/2021	82.5		
compositing per	0.70	Fintan			clean		31/01/2021	17/04/2021	76.5		
LAYOUTS					colour		02/02/2021	20/04/2021	77.5		
tot drawings	82	Ida	Emily	Angel	texturing		05/02/2021	22/04/2021	76		
layout per day		Rachel	Sophie		plant animation		06/02/2021	24/04/2021	76.5		
layout artist	10	Fi	Anna	Olivia C	compositing		08/02/2021	25/04/2021	76		
layout per day per person		Ak	Scarlet		editing		10/02/2021	26/04/2021	75		
BG					layouts		18/01/2021				
tot drawings	82	Ida	Emily								
layout per day		Olivia C	Sophie								
layout artist	7	Fi	Anna								
layout per day per person		Ak									
TEXTURE											
tot drawings	5,151	Ailin									
texture per day		Fintan									
afx artist	4	Grace									
texture per day p	0	Sophie									
		n° work force	71								

I calculated the 'weight' of a particular shot by determining how many frames it would have, how many drawings would be required and how many characters/assets were involved. By determining



that for each second, a shot would contain roughly 15 drawings/25fps in total, I was able to prioritize each individual shot, and see which one would need more time.

By adding a 'weight' on every task, I was able to create a Gannt chart for every shot that could divide the 'weight' according to the duration of the task, so that I could also have a visual way to track a shot's progression. In addition I could also calculate the progress of a shot and then add all of them to calculate the overall progress of the film.

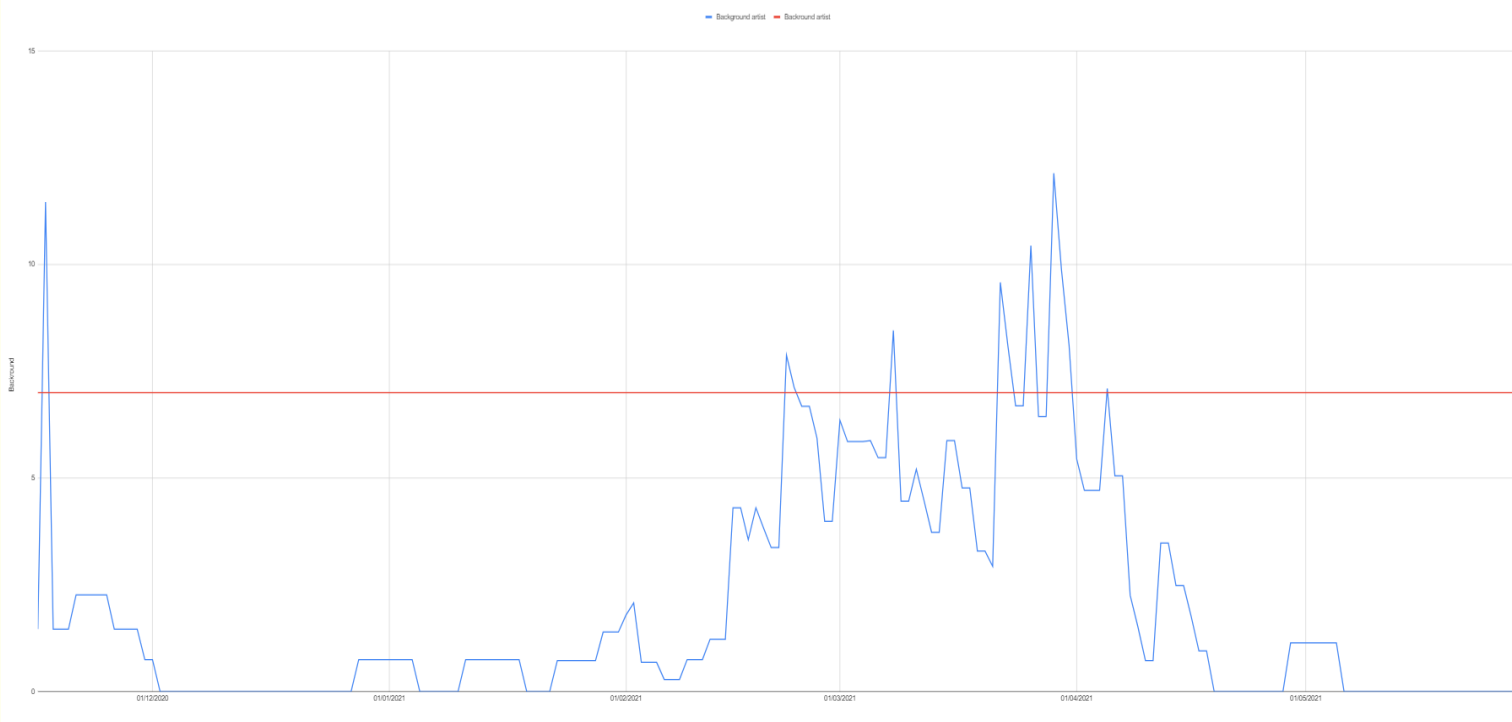


Furthermore, I could also see the amount of work the individual crew member would have every week checking the amount of workload given to each individual,

AL	FJ	FK	FL	FM	FN	FO	FP	FQ	FR	FS	FT	FU	FV	
	WEEK 26				WEEK 27									
	THU 19th	FRI 19th	SAT 20th	SUN 21st	MON 22nd	TUE 23rd	WED 24th	THU 25th	FRI 26th	SAT 27th	SUN 28th	MON 29th	TUE 30th	WED 31st
	18/03/2021	19/03/2021	20/03/2021	21/03/2021	22/03/2021	23/03/2021	24/03/2021	25/03/2021	26/03/2021	27/03/2021	28/03/2021	29/03/2021	30/03/2021	
name														
Anna Alsop	75.00%	75.00%	75.00%	75.00%	200.00%	125.00%	125.00%	125.00%	525.00%	125.00%	125.00%	172.50%	47.50%	
Allin Markeng Nord					214.29%	214.29%	309.52%	309.52%	309.52%	329.67%	166.67%	51.28%	51.28%	
AK Nix														
Carli Albasio	146.62%	146.62%	78.95%		300.00%	315.79%		292.98%	456.14%	35.09%		146.15%	160.30%	
Fi Kelly	54.55%	54.55%	54.55%	54.55%	54.55%	54.55%	54.55%	54.55%	54.55%	54.55%	54.55%	54.55%	54.55%	
Sage Smith	69.02%	69.02%	35.34%	35.34%	102.01%	102.01%	102.01%	63.16%	63.16%	63.16%	63.16%	1051.16%	48.00%	
Grace Martin	35.71%	76.92%		47.62%	47.62%	47.62%	47.62%	47.62%	47.62%	76.92%			95.24%	
Hero Rodrigues					36.92%	36.92%	36.92%	36.92%	36.92%					
Ida Karoliussen	125.00%	125.00%	125.00%	125.00%	125.00%				200.00%	200.00%	200.00%	314.29%	314.29%	
Scarlet Tang	7.49%	7.49%	7.49%	7.49%	7.49%									
Viktoria Gromova											89.74%	543.59%	543.59%	
Zayne Ellis														
Ivi Ivanova														
Pyran Fisher														
Charlotte Adams-St														
Alice Stoll														
Elden Theaker														
Danny Rumley	26.92%	26.92%	26.92%	26.92%	26.92%	26.92%	26.92%					10.53%	10.53%	
Emily Duffy	161.62%	88.89%	88.89%	88.89%	275.90%	275.90%	187.01%	187.01%	187.01%	187.01%	187.01%	339.39%	339.39%	
Rachel Harris	35.71%	35.71%	35.71%		177.78%	177.78%	177.78%	177.78%	177.78%	177.78%	177.78%	332.78%	332.78%	
Rebecca White	97.50%	97.50%	97.50%	97.50%	197.50%	100.00%	100.00%	100.00%						
Blue Turner														
Angelina Steward														
Hayleigh Wallis														
Fintan Courtney-Lor	230.77%	230.77%	273.81%	273.81%	273.81%	273.81%	51.28%	51.28%	51.28%	71.43%	71.43%	71.43%	153.85%	
Chloe Jeminson										100.00%	100.00%	100.00%	100.00%	
Olivia Carter	75.00%	75.00%	75.00%	75.00%	175.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	175.00%	75.00%	
Sophie Winkworth	75.00%	75.00%	75.00%	75.00%	150.00%	75.00%	25.00%	25.00%				72.73%	72.73%	
Cory Morgan														
Whitney Ekeolere														

As well as seeing how many people a day could work on specific tasks (keying, layouts, clean-up etc.).

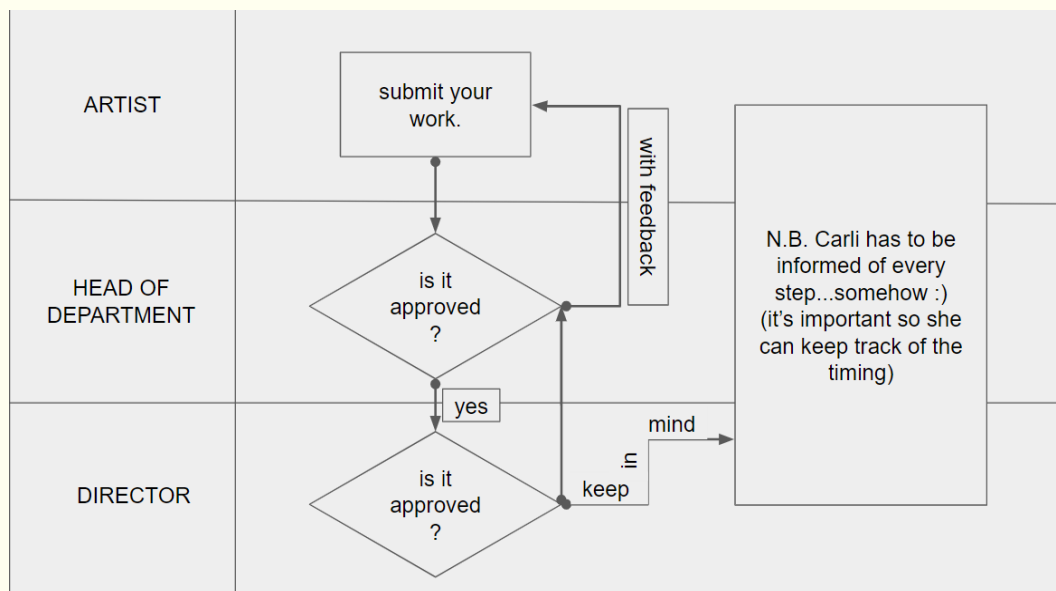
Background People vs Date



The graphic has helped me plan the slots progression in order to smooth the peaks under the available resource line.

It has been important to focus on developing a good communication system between the team and the head of departments. It was challenging to communicate with people out of the studio, the heads of department would stay on an open call on teams, so that we could recreate a studio working environment. That way if there were any problems that came up, we could screenshare and talk real time instead of messaging. And if the crew needed feedback from multiple people at once it was easier than waiting for texts. The Heads of department and I would be there in the background with video off and on mute while we work.

On our first meeting after the holidays, I updated everyone on the new rules and guidelines on how we'd communicate, naming conventions, how to navigate the drive, find resources and tutorials, and understand the spreadsheets. I decided to write down rules and regulations on how to communicate and about missing deadlines, including a section with disruptive behaviour just in case it came to it. The Document's purpose was to explain the information to any new person that joined the team instead of giving them a tour and examining them the drive and how we communicated. It detailed who to ask specific questions to, when and how.



Another way that I could have everyone know exactly what to do that week was to look at the weekly production sheet. I had asked the team to update these sheets religiously so that I could know the exact progress that was made during the week. The weekly production sheet proved to be very useful for anyone could see:

- Who needed to do certain tasks
- What jobs had been moved to the next week
- Any extensions
- Missed deadlines
- If the date was nearing the deadline
- If they had started work or not
- If the work was being adjusted according to feedback
- If it was waiting for the lead's approval

Very early on into the second term I organized a second recording session with the voice actor to record more filler lines. Since the studios were closed, we had to do these retakes via Teams Meeting with the voice actor's own equipment and software, making sure we had multiple mic tests and software test. We did one long take to make it easier since we couldn't edit it and choose it ourselves in the moment. The director time stamped what parts were to be used and then passed it to our sound editor, who would add them in the animatic for the rough-cut screening to give the story a bit more clarity.

Music was also a factor I wanted to take on as soon as possible. I had sent out an audition/brief before first term ended. Had a network with AMATA students and pitched it. Sent out auditions to

middle of production, I was often asked to only have one instead of two. This made it very hard to move forward to clean-ups and in-betweens since I wasn't able to give more than one shot per person per week. After a certain point, as production was going slower than anticipated, I decided to step in and start being directly involved in the production process as well as producing for this project. I familiarized myself with the models and the style and started cleaning up, keying and inbetweening, as well as colouring. Even during easter break I wanted to get as much done as possible, so I asked who was willing to work on the project during this time to organize the workflow according to how many people I had. I will also do this after deadlines as I plan to continue the project as long as we have access to the studio. I know I will find interest as interest as we all want to see project completed.

Although the director offered to be the editor, I insisted it being someone else, as I had already put her as layout artist and she already had so much on her plate. The animatic was to be updated every two weeks to, so that we could see if there any major visual problems with the film. The more content was produced, the more the film would start looking like its final product.

I created a simple tracking chart for our editor to use, and keep track of what had been completed and what had updated in the animatic itself. As we progressed, we'd come up with better ways to communicate and update the editor, so it would be clear what to include in the updated animatic.

day	week n°	working weeks	MIILESTONES	Updated animatic
25th Jan	19	1	updated	→
3rd Feb	20	2	Progress screening	→
8th Feb	21	3		→
15th Feb	22	4	updated	→
22nd Feb	23	5		→
3rd Mar	24	6	Rough cut screening	→
8th Mar	25	7		→
15th Mar	26	8		→
22nd Mar	27	9		→
29th Mar	28		Holiday	→
5th April	29			→
12th April	30	10	Fine cut	→
19th April	31	11		→
26th April	32	12	FINAL CUT	updated →
3rd May	33	13		→
11th May	34	14	DEADLINE	→
17th May	35			→
24th May	36		Tutorials	→

[illegible]

We decided to start a trailer for the film, which means having a new animatic with shots from the actual film. We included shots that were already completed, were almost done and the most impressive shots keeping in mind the story we wanted to tell. This meant that I prioritized certain shots when giving out work. We also contacted a Graphic designer, who helped us create a font that could go well with the theme of the film. We'd use this font in the trailer as well as the credits after the official completed film.