DOWNLOAD PDF PRODUCTION MANAGEMENT 101

Chapter 1 : Phare Workshops: Production Management - Phare, The Cambodian Circus

Product Management can help you meet the fundamental purpose of product management: to manage the full lifecycle of products and services to create exceptional customer value, generate long-term competitive advantage, and deliver year-after-year profitability.

Yet, with over , NASA employees and 20, companies and universities working together on the Apollo missions, the people who managed the project may have been the most crucial to actually landing on the moon. In , President Kennedy committed to putting a man on the moonâ€”and bring him back safelyâ€”within a decade, when NASA had only ever sent an astronaut to space for 15 minutes. Such a staggeringly complex project necessitated an incredible amount of resources, teamwork, innovation, and planning. Max Faget, head of engineering at Johnson Space Center. But quite simply, we considered a program of a number of phases. That task fell to Dr. Muller, who managed every part of the Apollo project from the White House to the smallest supplier. To ensure all phases worked perfectly, he broke each down into five areas: Program Control described what was needed, managed the budget and requirements, and specified how each piece worked together. But it proved itself out. Muller said, "the amount of time it took to convince people that that was, in fact, a good thing to do, and, in my view at least, was necessary in order to provide the kinds of communications that were required in that complex a program in order to be sure that all those interfaces worked. That was only possible by breaking down the enormous project into manageable, repeatable steps, ones that guaranteed success even when working with so many individuals and companies. It was a project management systemâ€”and teamworkâ€”that won the space race. The most obvious way to break a project down is by its phases or tasks. Take cooking a recipe, for instance: A list of tasks along with a Gantt Chart calendar, made with Smartsheet Invented independently by Korol Adamiecki and Henry Gantt in the early 20th century, the Gantt chart lists a project schedule based on start and finish dates. You can then calculate the "critical path" of the activities that must be completed by certain dates, and estimate how long the total project will take. Traditional project management looks a lot like this dinner project, only with far more tasks and more stringent deadlines and carefully planned resources. A project with tight deadlines might use a Gantt chart to decide when to start tasks; a project where resources are more constrained say, a dinner project where two different dishes need the oven at different temperatures might use an event chain diagramâ€”much the same as a Gantt chart, but focused on the usage of resources other than time. Some projects need more or less structure than traditional project management gives you. Some projects need to add more dates and resource allocation back into an agile workflow, so more advanced techniques like Six Sigma and Scrum have been developed as well. Common Project Management Terms Agile: An iterative form of project management where tasks are completed through specific phases Critical Path: The list of the critical tasks that must be completed before a project is finished; together, they show the total estimated project time Event Chain Diagram: The amount of time a task can be delayed without causing a delay to subsequent tasks or the entire project Gantt Chart: The time when important tasks in a project are completed Project Manager PM: The team member whose top responsibility is to plan, carry out and close a project. Elements required to complete a project, including time, equipment, supplies, team members, and other resources Scope: Also called iteration; a period of time in which a certain part of a project is created and shipped Traditional Project Management TPM: Traditional Project Management Perhaps the most obvious way to break up your projects into a workflow, traditional project management is often referred to as "waterfall" project management because it handles one thing after another in a linear order. Think of it like your favorite mobile game, such as Candy Crush: You could make your own "traditional" project management system by breaking any project down into steps that must be completed one after another, but standard TPM has six specific stages: The project manager and team determine the product requirements. Planning and design phase: This step can be broken into two categories: During this phase, the team makes sure the proposed design meets the product requirements. For software design teams, for example, this is the point where they choose their coding language and decide how they want to structure the user experience. Execution or Implementation and Testing phase: These are the

steps where the ball really gets rollingâ€”construction and integration all happen in this chapter. Following the detailed design, the team builds the product, measuring its development against specific metrics established in previous phases. Each part of the execution has its own steps, which move the project to the next half-phase: Monitoring and completion or Management and Maintenance phase: This phase is the long tail of your project, the work that never quite ends. Not all projects need every stage of the traditional waterfall modelâ€”some may need only three, while others need an "iterative waterfall" where work is divided into sprints rather than blocks of start-to-finish subprojects. Either way, the idea is the same: Since TPM is such a time-driven approach, common scheduling tools work great for traditional project management. You can list phases in a to-do list app , or block out time on a calendar. You could make one in a spreadsheet like Smartsheet , or use traditional project management tools like Microsoft Project to build them. Traditional Project Management Strengths True traditional project management is perhaps an old school model, but its strengths have allowed it to keep hold. It requires upper management to clearly define what it is they want, giving the project focus and consistency early on. The emphasis on customer review and testing is meant to catch and attack problems early, causing a small headache now so that teams can avoid a horrid migraine later. It ensures the project will be well planned and tested thoroughly before deliveryâ€”something crucial for many real-world projects. TPM can potentially cut down on stress and missed deadlines because each phase allows enough time for full completion and worst-case scenarios, meaning a disaster-free project can be delivered before deadline. Toyota, where Lean and Kanban project management were pioneered in their manufacturing departments, is even criticized for using TPM in their software development since it makes them less flexible to changes. Think back to our meal example: Instead of breaking your project down into phases that each have to be done before the other, you split your project up into smaller projects and ship each one as steps towards reaching the full goal. That lets you ship faster, and makes it easier to adapt the project to new needs before shipping it again. In software development, however, Agile became popular with the release of the Agile Manifesto in That document emphasized collaboration and the ability to respond to change, two practices TPM makes difficult. Scrum, Lean, Kanban and other more structured project management methods came from the iterative or Agile ideas, improved on them, and gave teams a better foundation to start managing their own projects. You can take the Agile idea of breaking your project into completable chunks and doing each at a time, and then customize the overall process to fit your needs. One of the main idea of Agile, as espoused in the Agile Manifesto, is "Responding to change over following a plan. Or, if your projects are usually open-ended where you need to continually ship new partsâ€”say, a blog with new posts every dayâ€”Agile is a perfect way to break down your work. Scrum Arguably the most structured framework of the Agile methods, Scrum was first introduced in the as a way for "teams to work as a unit to reach a common goal," according to its inventors Hirotaka Takeuchi and Ikujiro Nonaka. Scrum takes parts of Traditional and Agile project management ideas, and combines them for a structured yet flexible way to manage projects. Like Agile, Scrum breaks projects up into tasks that are completable on their own, and then assigns each a "sprint"â€”two to four-week slots of time dedicated to ship that phase of the project, with daily sprints to ship some part of that phase. Then, to make sure the project is progressing as expected and meeting goals that may have changed along the way, Scrum requires a reassessmentâ€”and potential project changesâ€”at the end of each sprint. It also divides responsibilities into three roles: The Product Owner, who should be deeply familiar with all aspects of development, makes sure that everything aligns with business goals and customer needs with a mile-high view of the overall project. The Scrum Master is the team cheerleaderâ€”a liaison between the PO and the rest of the teamâ€”who makes sure the team is on track in each individual sprint. The Team then is the people working in each sprint, dividing the tasks and making sure everything is shipped. Backlog Refinement Meeting also called "Backlog Grooming": The PO makes the call on how to prioritize tasks, and this ultimately determines how efficient the sprints are. Simple daily meetings that should only last about 15 minutes, Scrum meetings are a way for team members to update each other on progress. This meeting is not the time or place to air issuesâ€”those will go to the Scrum master outside of the daily meetingsâ€”but instead is a place to keep the ball rolling. Since a potentially shippable item is expected at the end of each sprint, the Scrum framework naturally places an emphasis on review. Held immediately after the sprint review meeting,

the Sprint retrospective is full of collaborative feedback. This should inspire the focus of the next sprint. Where other project management systems might look like they simplify your projects and make them seem more manageable, Scrum can at first glance look overwhelming. Scrum Strengths Scrum is designed for projects that need parts of the project shipped quickly, while still making it easy to respond to change during the development process. Most of the benefits the Netflix team saw with Scrum was the ability to "fail fast. Scrum tries to fix that with managers and meetings; Lean, on the other hand, adds workflow processes to Agile so you can ensure every part of your project is shipped with the same quality. Cooking a meal might need a preparation and cooking step, while a writing workflow might need an editing and fact-checking step. What it does do is let you build a system tailored to your team. Just like Agile, Lean is more of a concept than a set-in-stone project management system. You can use the Lean ideas, and build the system you need for your projects. Lean Strengths If you liked the idea of Agile, but wanted a way to make sure each part of your work is consistently finished with the same level of quality and oversight, Lean gives you the extra tools you need to make that happen. That can be one major downfall in using it to manage projects with diverse parts that all need completed. Conceived by Toyota engineer Taiichi Ohno and implemented in , Kanban is set up much like a factory floor, where a part might start out as a piece of metal and then, one step at a time, is turned into a finished part through a series of steps. Kanban also pulls inspiration from the grocery store model: You could have meetings about your overall projects, or not: All you have to do is define the stages of your workflow, then setup a way to move each task from one stage to the other. In a factory, you might have different boxes or shelves for each stage: Cards Kanban translates to "visual card": Each task has a card that includes all relevant info about it; this makes sure everything to complete the tasks is always at hand. Cap on work in progress: Limit how many cards are in play at once; this prevents teams from over-committing. Constant improvement otherwise known as " kaizen ": Kanban Weaknesses If only one of your team members has a certain in-demand skill, the individual can hold up everything.

Chapter 2 : Film Production Management Management & Coordination in a Digital Age by Deborah S. Patz

*Film Production Management The Ultimate Guide for Film and Television Production Management and Coordination (Michael Wiese Productions) [Deborah S Patz] on blog.quintoapp.com *FREE* shipping on qualifying offers. Two books in one, this is a complete insider's guide to the business of film or television production.*

Print Production The First of a Two-Part Series Sometimes a good PR plan includes production of collateral materials, brochures, annual reports, videos, web sites, etc. You can learn theory from a textbook, but really mastering production management requires on the job experience. This blog will focus on print production. The unfortunate truth is the biggest headache projects have taught me the most. So, in order to prevent staying at a print shop for so long you smell like ink fumes for days Design is more than a creative eye. Choosing the inexpensive high school student next door may seem like a good idea at first but it can lead to big problems down the road. Hiring an experienced designer is key. Someone might be able to design, but without proper pre-press training, your project could be in trouble. Files have to be set up a certain way to print properly. Blue ink may have you singing the blues. Ironically, I would guess 80 percent of our clients use blue in their logos. So, we have to deal with the pesky color on a daily basis. It is slow to dry, difficult to stay consistent through a print run and can smudge even days after being printed Smudges and fingerprints are a nightmare. If you print a large amount of solid color which means the printer is using a lot of ink and it could easily smear or you print on a coated sheet, ask the printer to apply an aqueous coating or varnish. This will help your job dry faster, it will help set the color and it will greatly reduce fingerprinting. A one or two color job uses exact Pantone colors so printed pieces will always look the same even reprinted a year later. On the other hand, four-color process uses a combination of black, magenta, cyan and yellow to simulate full-color images. This is used for most brochures, annual reports, posters, etc. Because of the color combo, it is almost impossible to make an exact color match and reprints may not look exactly the same. For example, if you want your logo to look the same in everything, I suggest running a five or six color job. This includes the four-color process and the exact Pantone colors. It is a little more expensive but it may be worth it if consistency is an issue. My next entry will explore some of the lessons learned during video production.

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Chapter 3 : Film Production Management

Film Production Management and Patz' previous Surviving Production were quickly adopted as "the" essential road map to the business and logistics of on-the-job film & television production since Originally developed from practical tools Patz created for her film and television production career, this new edition has undergone a.

Understanding Production and Operations Management Understanding Production and Operations Management Introduction The very essence of any business is to cater needs of customer by providing services and goods, and in process create value for customers and solve their problems. Production and operations management talks about applying business organization and management concepts in creation of goods and services. Production Production is a scientific process which involves transformation of raw material input into desired product or service output by adding economic value. Production can broadly categorize into following based on technique: It involves desired output is achieved through separation or extraction from raw materials. A classic example of separation or extraction is Oil into various fuel products. Production by modification or improvement: It involves change in chemical and mechanical parameters of the raw material without altering physical attributes of the raw material. Annealing process heating at high temperatures and then cooling , is example of production by modification or improvement. Car production and computer are example of production by assembly. Importance of Production Function and Production Management Successful organizations have well defined and efficient line function and support function. Production comes under the category of line function which directly affects customer experience and there by future of organization itself. Aim of production function is to add value to product or service which will create a strong and long lasting customer relationship or association. And this can be achieved by healthy and productive association between Marketing and Production people. Marketing function people are frontline representative of the company and provide insights to real product needs of customers. An effective planning and control on production parameters to achieve or create value for customers is called production management. Operations Management As to deliver value for customers in products and services, it is essential for the company to do the following: Operations management captures above identified 3 points. Production management deals with manufacturing of products like computer, car, etc while operations management cover both products and services. There is no participation of customer during production whereas for services a constant contact with customer is required. Production management and operations management both are very essential in meeting objective of an organization.

Chapter 4 : Production Management | â€“ Mi Casa Enterprises

Film Production Management and Patz' previous Surviving Production were quickly adopted as "the" essential road map to the business and logistics of on-the-job film & television production since

Chapter 5 : Production and Operations Management - Meaning and Important Concepts

Film Production Management Management and Coordination in a Digital Age Second Edition. Published by MWP Books in , this updated edition of Production Management is now expanded to pages - more essential information, more relevance in today's digital age.

Chapter 6 : PRODUCTION MANAGEMENT (MANAGING YOUR PRODUCTION OPERATIONS) | Philippi

Film Production Management and Patz' previous "Surviving Production" were quickly adopted as "the" essential road map to the business and logistics of on-the-job film & television production since

Chapter 7 : Film Production Management : The Ultimate Guide for Film and Television | eBay

Film Production Management and Surviving Production - created out of her work experiences - she has designed and instructed numerous courses, seminars and workshops on production management skills and spoken on panels in Canada, the USA and UK.

Chapter 8 : Deborah S. Patz (Author of Film Production Management)

Inventory Management The art of efficient inventory management is to maintain the minimal level of raw materials on hand to feed the production of the maximum quantity of finished goods at any point in time.

Chapter 9 : Film Production Management - MWP

The term operations management encompasses planning, implementing, and supervising the production of goods or services. Operations managers have responsibilities in both strategy and day-to-day production, in either manufacturing or services. Sometimes called production management, the field is.