

What does **pre-production** mean?

Pre-production is the stage *before* something is created; it's basically the stage at which a project or a piece of design work is created. A website developer, for example, will plan the website out before being work on building the final site – this planning stage will also involve collecting required assets.

## Cambridge National in Creative iMedia Pre-Production Documents Knowledge Organiser

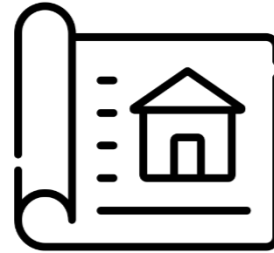
What **hardware** and **software** could be used to **digitise** paper-based pre-production documents?

This basically means converting hand drawn or physical versions of documents to computer files. Hardware to do this could include a **digital camera**, to take a photograph of a mood board, or a **scanner** to scan in a visualisation diagram, for example. Software required would include an **Internet browser** if the photograph was being emailed from the camera/**SD card**.

Pre-Production Documents...

Pre-production documents are used to plan projects out before they're started. There are **five** main documents that can be used to plan a piece of design or theatrical work:

- Mood Boards
- Mind Maps / Spider Diagrams
- Visualisation Diagrams
- Storyboards
- Scripts



Why are pre-production documents used?

In general, pre-production documents are used because they speed up the completion of the project; if a designer has planned out a poster using a Visualisation Diagram before starting, for example, then they will have already made lots of key decisions (like colour scheme and layout) before they've started work. Pre-production documents also mean designers can share ideas with clients before starting the project; this means clients can make changes without designers having to undo lots of hard work that has already been completed.

What **hardware** and **software** could be used to create pre-production documents electronically?

Pre-production documents, like mind maps and storyboards, don't all need to be hand drawn. There are lots of **specialist programs** to produce these documents. These documents can also easily be produced using **Word** or **PowerPoint**. Hardware to create the documents would include a **keyboard**, **mouse** and possibly a **printer**, if they needed to be printed for the client.

Pre-Production Documents Summary...

Pre-Production Document	Purpose & Description	Contents	Common uses
<b>Mood Board</b>	A mood board is a collection of images, text, objects or other graphics that reflect the overall theme (mood) of a planned piece of work. These assist in generating new ideas because they can be added to and amended as new ideas are thought of.	A mood board can be produced digitally (on a computer) or physically. If completed digitally, they usually contain images, colours, text and other assets. If completed physically, a mood board can also include ideas for textures; this could be patches of sample materials, for example.	A mood board won't show the designer or client what the final planned product will look like; it is used to suggest the themes and styles of the proposed product. Mood boards can be used for any creative project from websites to film productions.
<b>Mind Maps / Spider Diagrams</b>	A mind map or spider diagram shows connected ideas or thoughts about a planned project. They are used to show how ideas develop and can be added to as new ideas/suggestions occur.	A mind map or spider diagram will typically starts with a main theme or idea in the centre; this will usually be the title of the planned project. Branching from this will be various key points relating to the main idea and further linked ideas will branch off these key points.	Mind maps and spider diagrams can be useful when planning any creative project.
<b>Visualisation Diagrams</b>	A visualisation diagram is a relatively detailed plan of what a final product would look like. These documents are usually annotated, rather than including drawings, to demonstrate what assets will be used and how they will be laid out.	Boxes are often used to show how assets, text and other elements will be arranged; this gives an overall impression of what the final product will look like. Annotations will be included to describe assets, colour scheme and other design principles such as font style, size and colours to be used.	Visualisation diagrams are best suited to plan static design work such as pages of a website, posters and DVD/game covers. They're less useful when planning a video or animation as storyboards would be a more effective planning tool in these cases.
<b>Storyboards</b>	A storyboard breaks down plans for a video, stage play or animation into scenes and shows/discusses what happens within each scene, where the scene takes place and how long the scene will last.	Scenes within a storyboard should be numbered, so the team producing the final product know the order. Storyboards typically include drawings/diagrams to demonstrate what happens in each scene; very detailed storyboards also include camera directions, locations, scene durations and lighting.	Storyboards are useful for projects which contain different scenes; so, they <i>wouldn't</i> really be suited to planning a poster, DVD cover or possibly even a website. They're most useful when planning video productions, comics, animations and theatrical plays.
<b>Scripts</b>	A script is a written document which mainly outlines dialogue (spoken parts of a product) – this is written word for word.	The main feature of a script is dialogue; these are the spoken parts of a final product. More detailed scripts will also include details about scene location, camera directions and background sounds/sound effects.	Scripts are used to plan any product that includes spoken parts; videos, animations and audio productions, such as podcasts, would all make use of a script as a planning tool.