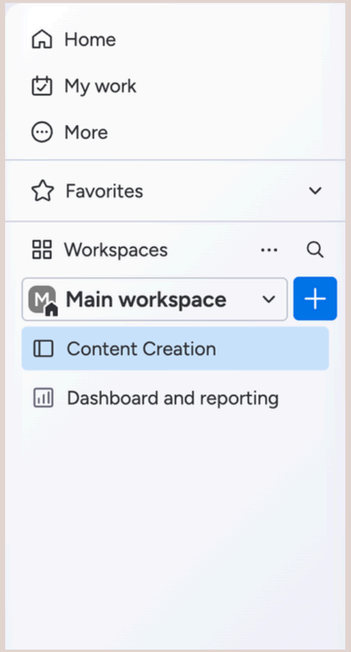
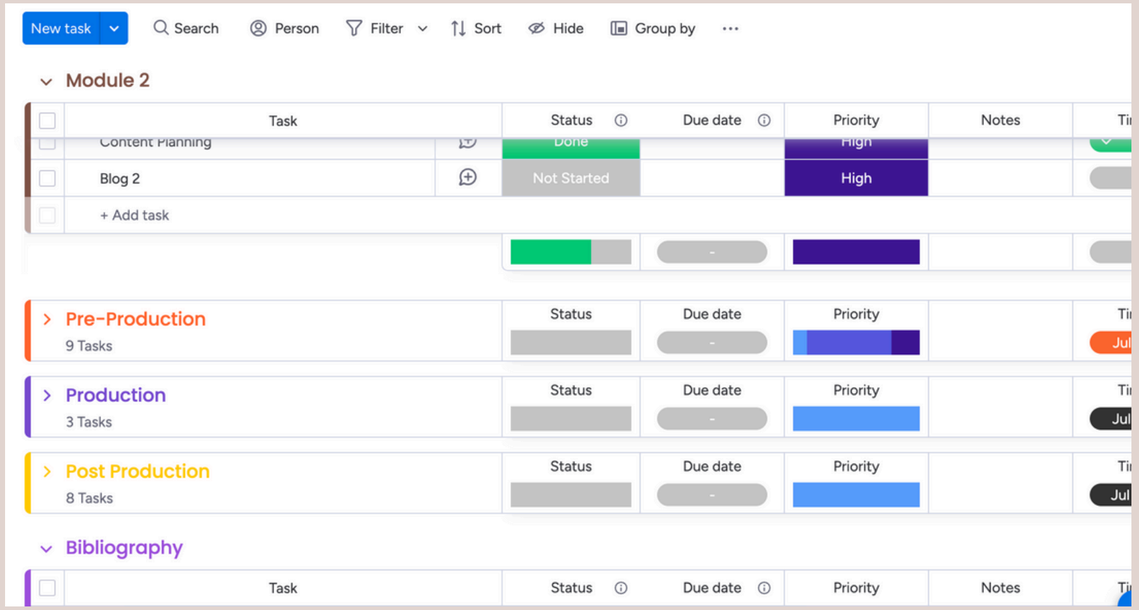
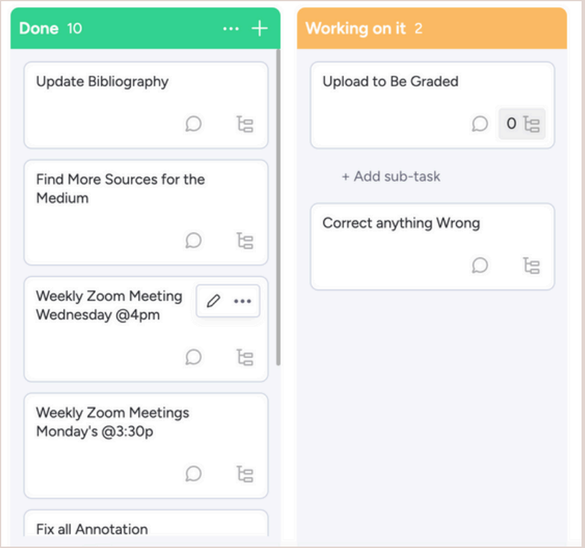






PROJECT PLANNING

CHLOE LEVY

My overall style of project management is to include everything that needs to be done each week in my life. This includes work and other activities outside of my content creation. My rationale behind this is to stay up to date with everything I need to do and make sure I can do it in the time given. Allowing for nothing to collide.
I currently work a full time job, I'm enrolled in a second class, and trying to balance all that with other just life stuff. If I can get everything down on one page then I will clear my head to focus and get work done.

This is all about understanding limitations. I broke my takes down into different groups. My other class Capstone Class and the tasks needed for the week. Things outside of school, for example I'm having people flying in from out of state to visit, so my tasks need to be planned around the days that I will be showing people around and potentially doing tasks at night or early in the morning. Understanding when I work best will help eleviate the overall stress of the week

I have a group for the Content Creation Class as a place to understand my overall deliverables for the week plus any meetings I need to attend.

A group for Blogs, breaking down the small detailed steps so I don't forget anything. By that I mean making sure I have reference links in my post and self created images throughout.

I have a group just for the Bibliography because with all those sources I need to make sure my formatting, annotations and anything else is correct.

My last few groups are for Pre-Production, Production, and Post Production, this is overall my weekly routine on getting ready to shoot, shooting the video and editing it all together. That will be added to and changed each week according to each week's video theme and idea.

And the last group is for the following week's assignments. Just in case everything gets finished, this is where I can check last.

Main table ··· Kanban +

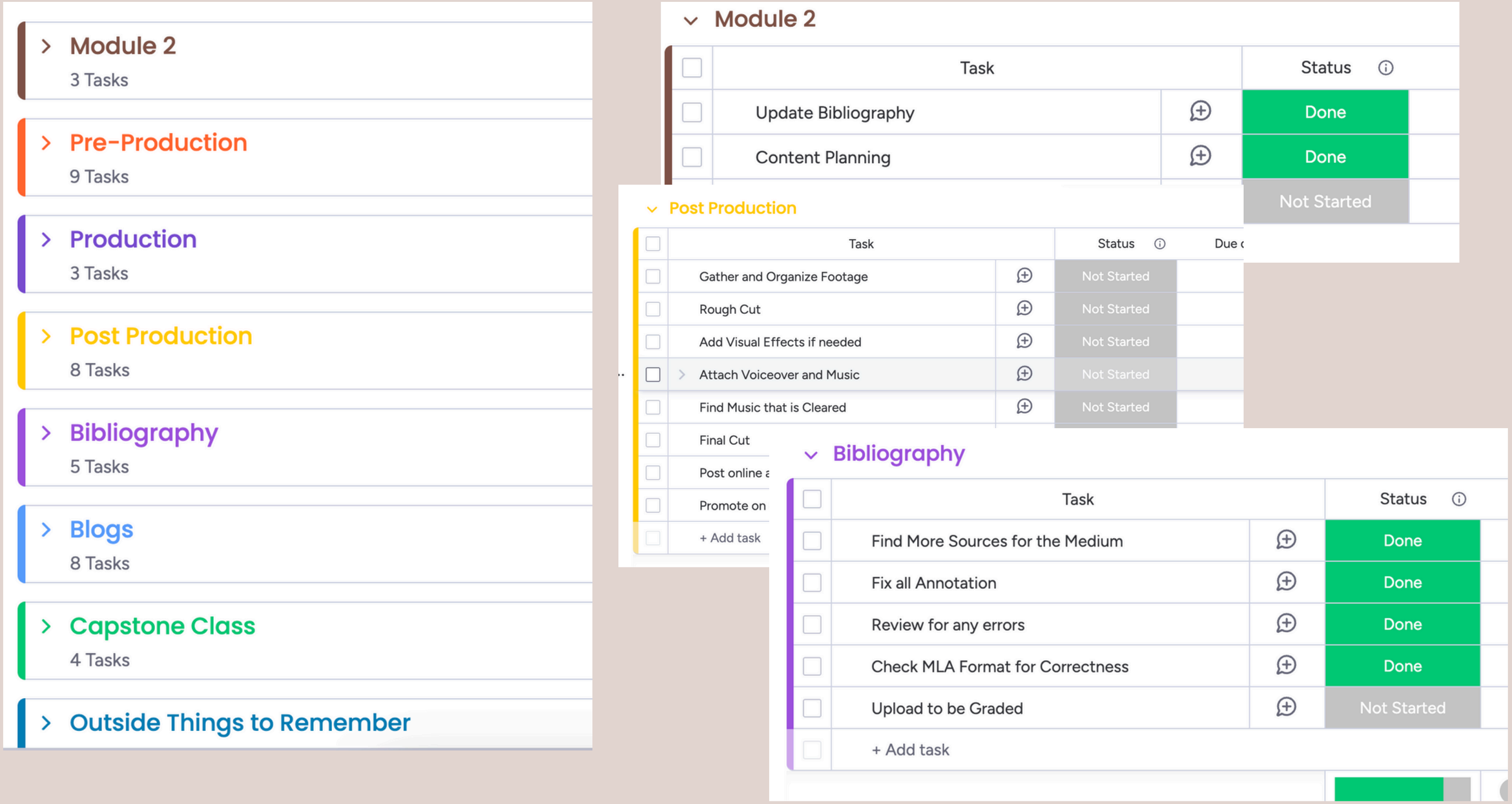
New task | Search | Person | Filter | Sort | Hide | Group by ···

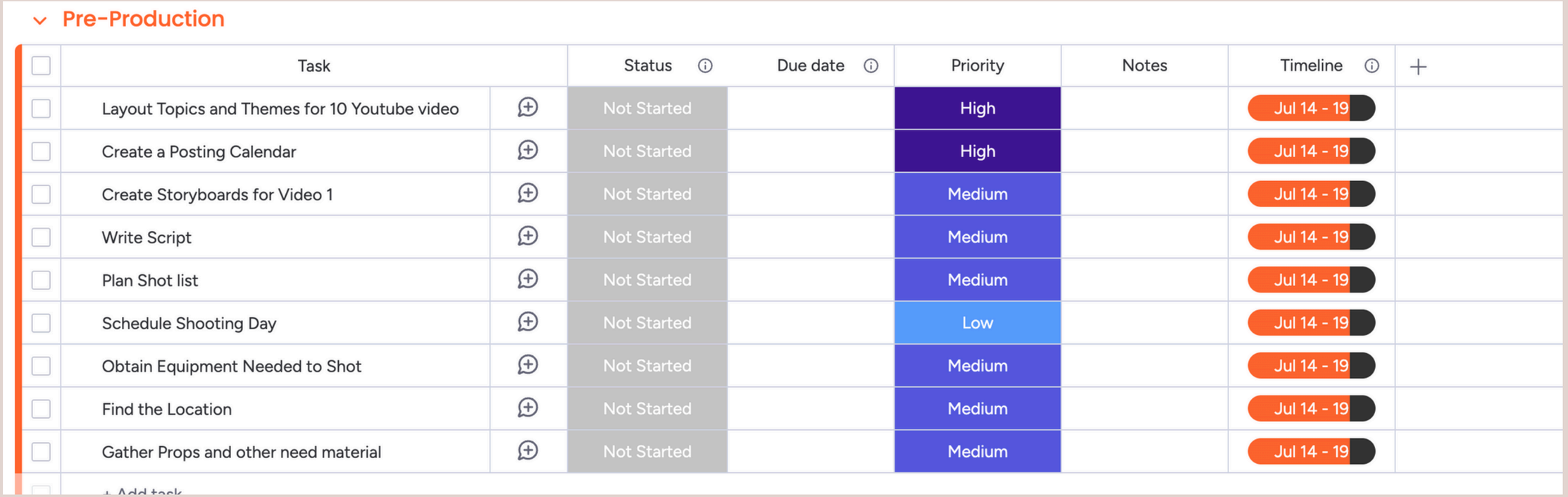
Bibliography

Task	Status	Due date	Priority	Notes	Timeline

Blogs

Task	Status	Due date	Priority	Notes	Timeline
Upload to Be Graded	Working on it				Jul 14 - 19
Write Blog Draft	Not Started		Medium		Jul 14 - 19
Revise Blog	Not Started				Jul 14 - 19
Correct anything Wrong	Working on it				Jul 14 - 19
Upload to Wordpress	Not Started				Jul 14 - 19
Create Images for Blog	Not Started				Jul 14 - 19
Find links to explain blog further	Not Started				Jul 14 - 19
Post and Check for Errors	Not Started				Jul 14 - 19
+ Add task					
		-			Jul 14 - 19


Module 2
3 Tasks
Pre-Production
9 Tasks
Production
3 Tasks
Post Production
8 Tasks
Bibliography
5 Tasks
Blogs
8 Tasks
Capstone Class
4 Tasks
Outside Things to Remember
Module 2
Task
Status
Update Bibliography
Done
Content Planning
Done
Not Started
Post Production
Task
Status
Due
Gather and Organize Footage
Not Started
Rough Cut
Not Started
Add Visual Effects if needed
Not Started
Attach Voiceover and Music
Not Started
Find Music that is Cleared
Not Started
Final Cut
Post online
Promote on
+ Add task
Bibliography
Task
Status
Find More Sources for the Medium
Done
Fix all Annotation
Done
Review for any errors
Done
Check MLA Format for Correctness
Done
Upload to be Graded
Not Started
+ Add task



Monday.com

I chose Monday.com after trying out a few different options because for me this flowed the best and made the most sense. I also really love the Status feature, priority feature and the timeline to be know exactly when the due date it. I keeps me honest and consistently checking to make sure I have not missed anything.

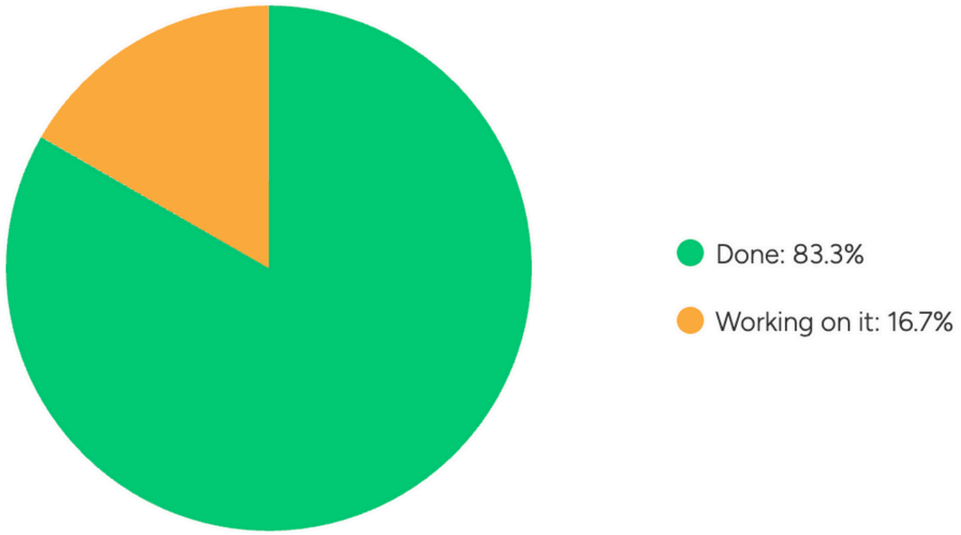
All Tasks

46

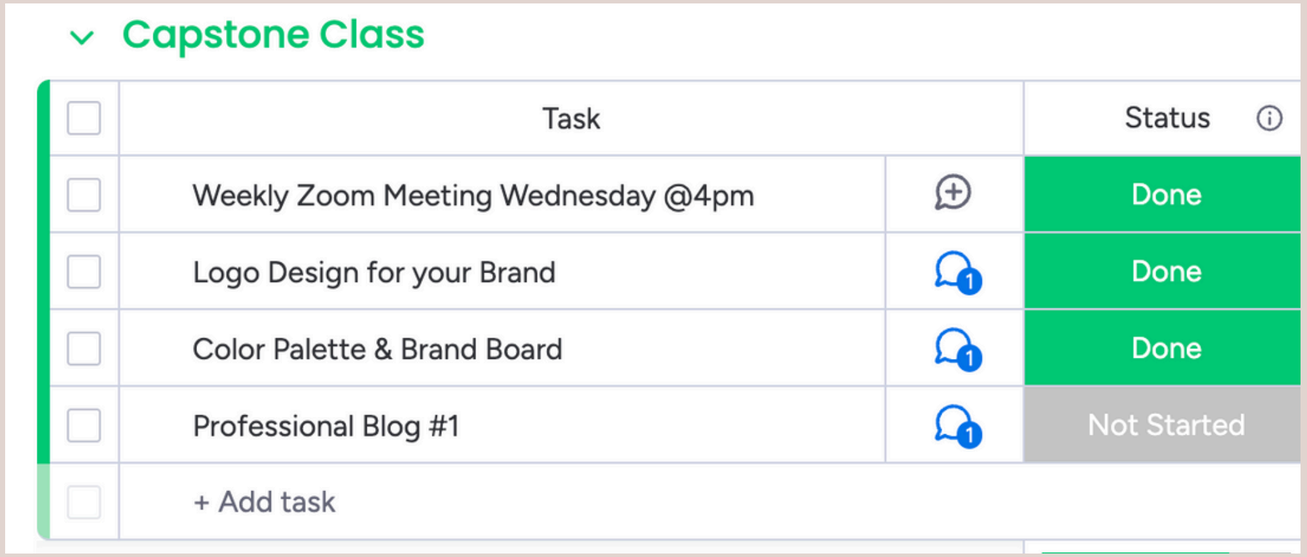
In progress

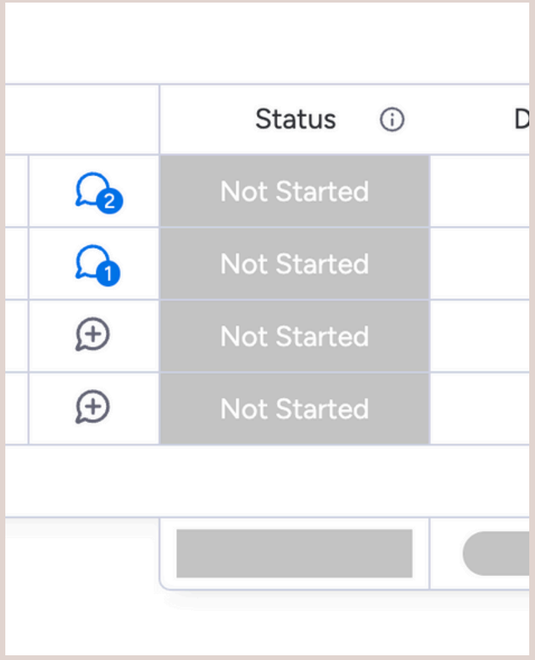
2

Tasks by status

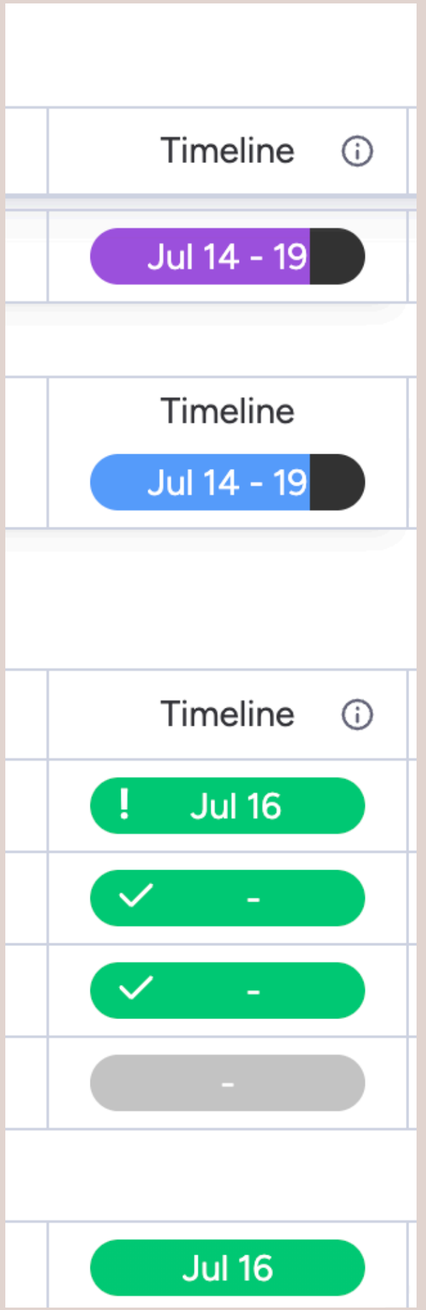


Overdue tasks


Capstone Class
Task
Status
Weekly Zoom Meeting Wednesday @4pm
Done
Logo Design for your Brand
Done
Color Palette & Brand Board
Done
Professional Blog #1
Not Started
+ Add task


Status
Not Started
Not Started
Not Started
Not Started

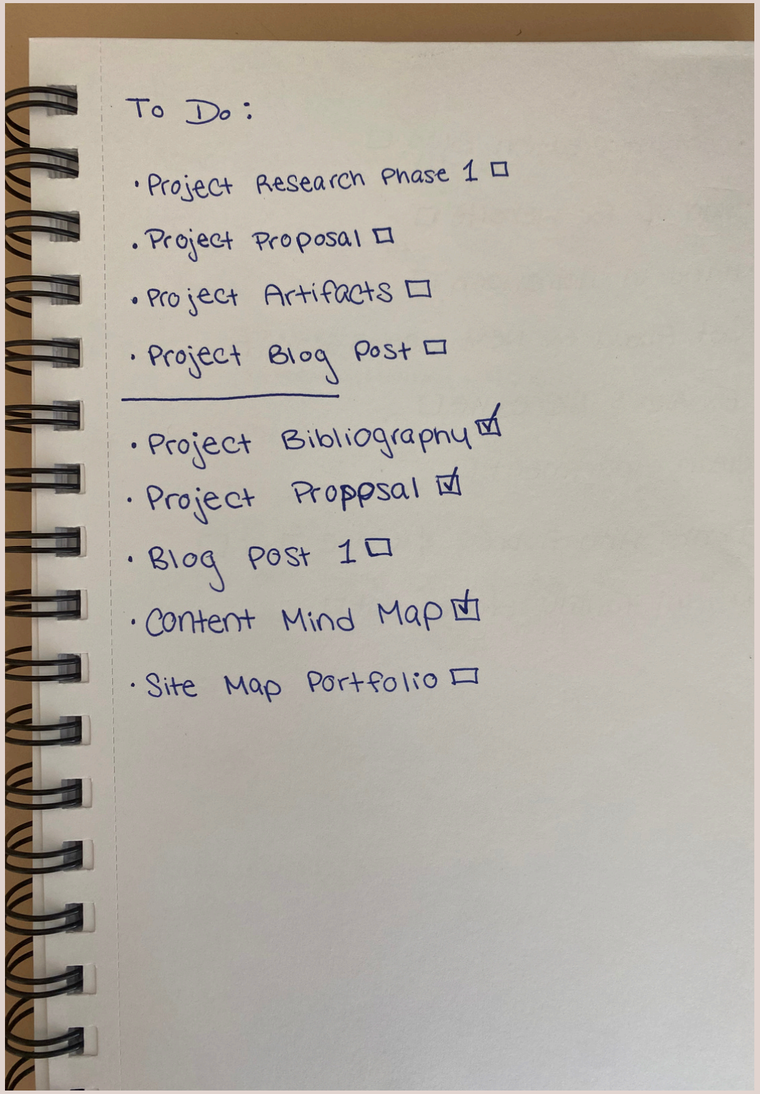
Priority
Low
High
High
Medium

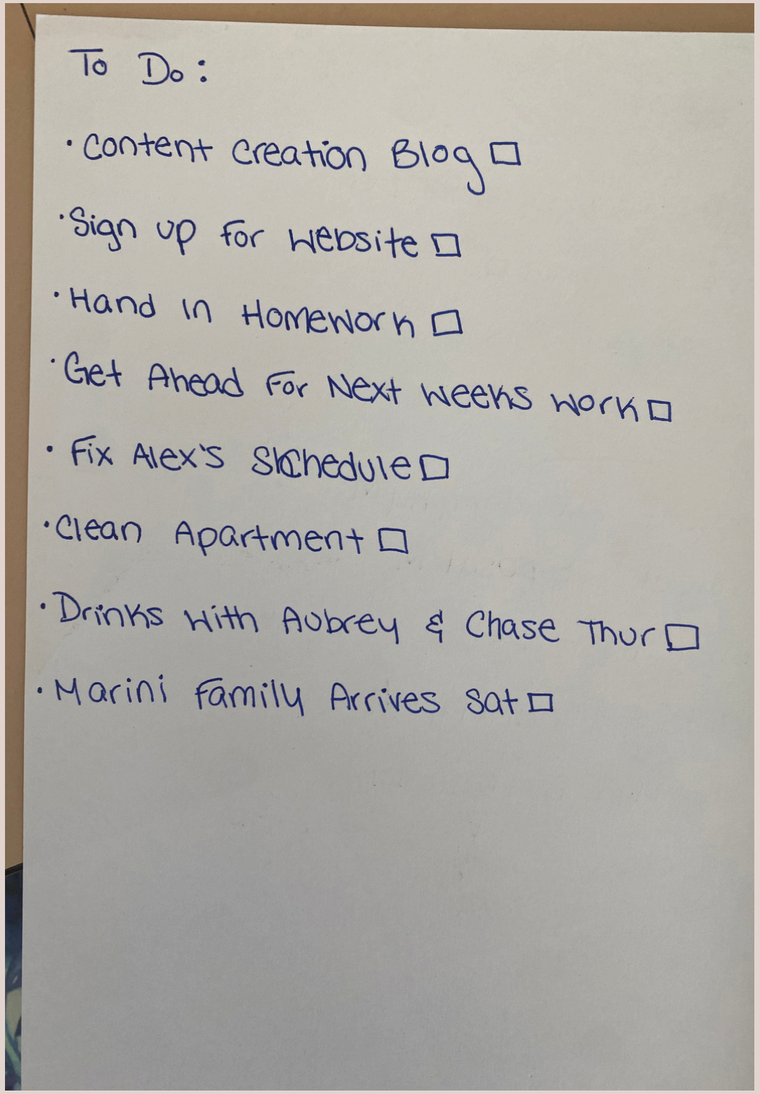

Timeline
Jul 14 - 19
Timeline
Jul 14 - 19
Timeline
Jul 16
-
-
-
Jul 16

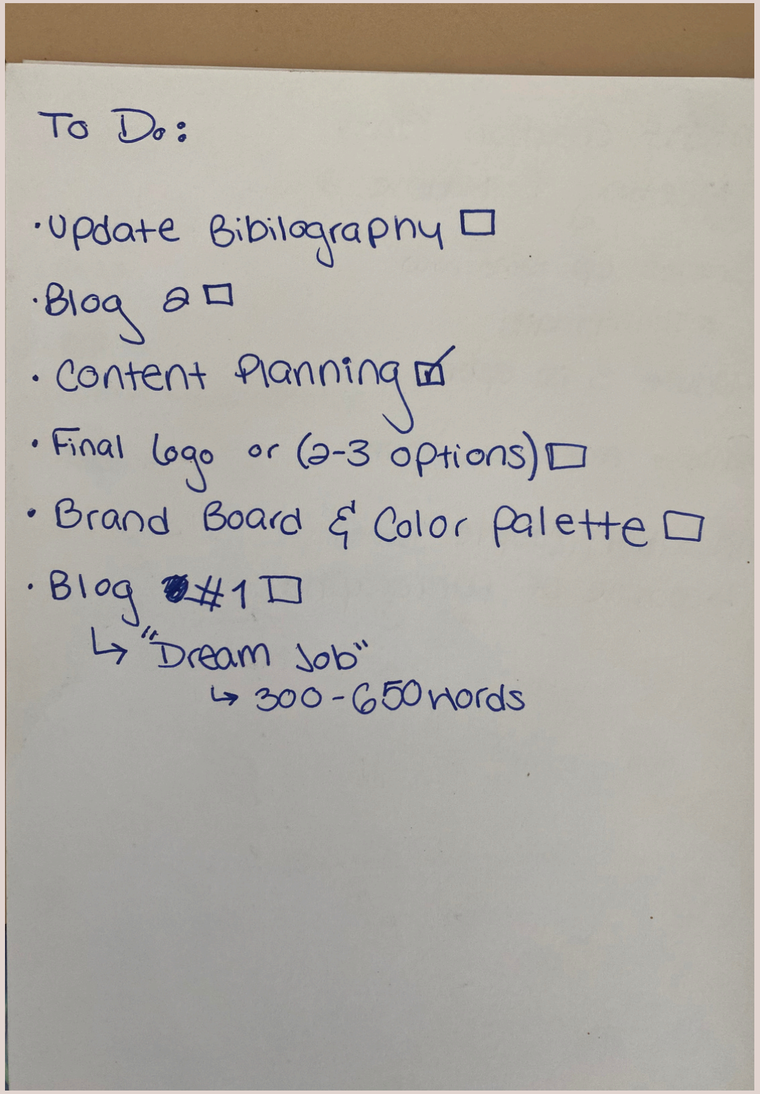
To manage the remaining five weeks of the course effectively, I've developed a structured weekly workflow that balances productivity and my well-being. I use Monday.com to organize tasks and deadlines digitally, while also maintaining a handwritten weekly "To Do" list.

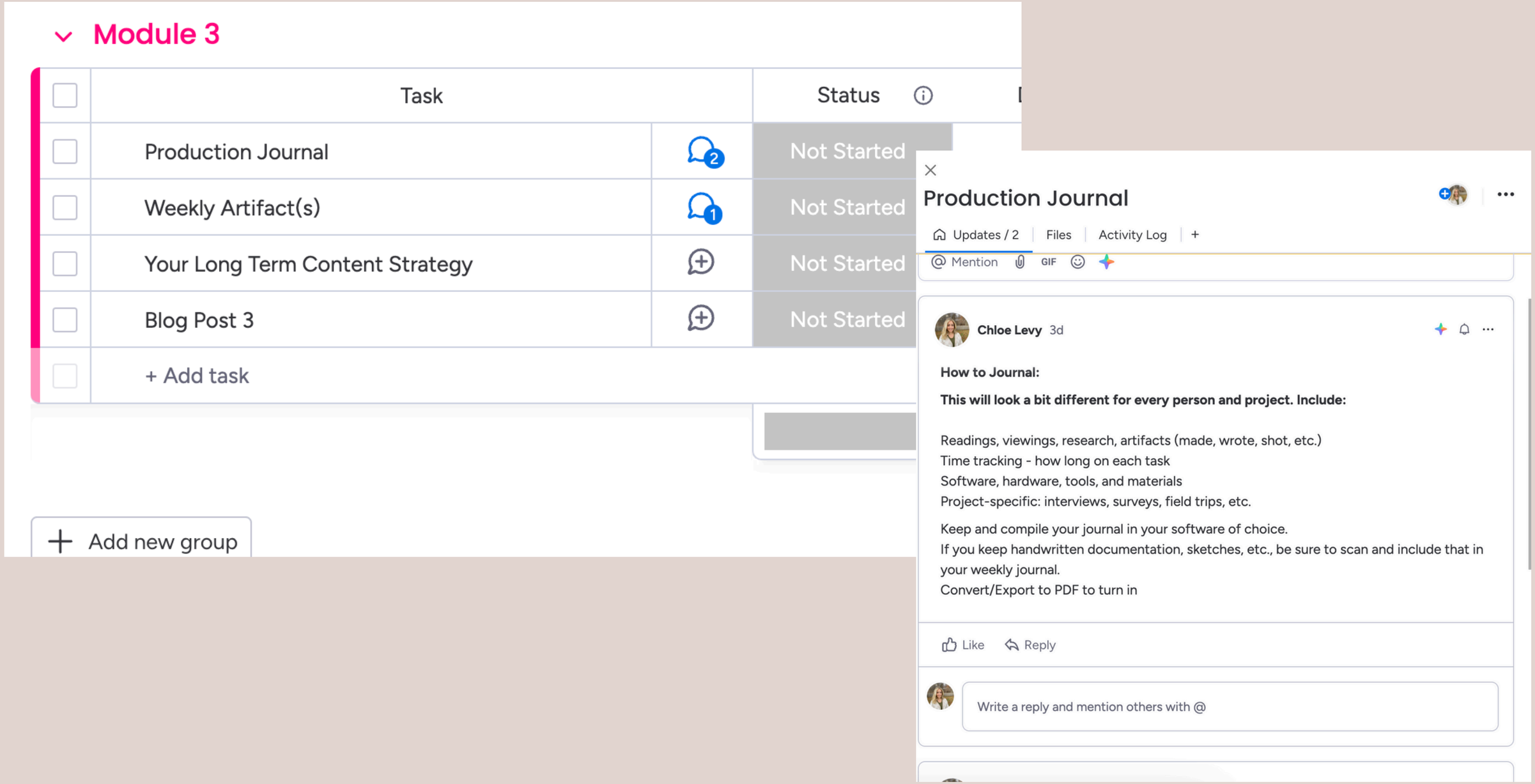
Writing things down helps understand clearly what actually has to be done and just visualizes the plan for the week.
Each weekend either Saturday or Sunday, I'll begin pre-production for the week's content by deciding on the theme, writing the scripting, planning the shortlist and gathering necessary materials.

Filming will take place on Monday or Tuesday, depending on availability and preparation. This will be followed by writing the accompanying blog post for the week, which I aim to complete shortly after recording, while the ideas are still fresh. I also want to get ahead of it so that I don't forget or feel overwhelmed later in the week.


To Do:
• Project Research Phase 1 ☐
• Project Proposal ☐
• Project Artifacts ☐
• Project Blog Post ☐
• Project Bibliography ☑
• Project Proppsal ☑
• Blog Post 1 ☐
• Content Mind Map ☑
• Site Map Portfolio ☐


To Do:
• Content Creation Blog ☐
• Sign up for Website ☐
• Hand in Homework ☐
• Get Ahead For Next Weeks Work ☐
• Fix Alex's Schedule ☐
• Clean Apartment ☐
• Drinks With Aubrey & Chase Thur ☐
• Marini Family Arrives Sat ☐


To Do:
• Update Bibilography ☐
• Blog 2 ☐
• Content Planning ☑
• Final logo or (2-3 options) ☐
• Brand Board & Color Palette ☐
• Blog #1 ☐
↳ "Dream Job"
↳ 300-650 Words


Module 3
Task
Status
Production Journal
Not Started
Weekly Artifact(s)
Not Started
Your Long Term Content Strategy
Not Started
Blog Post 3
Not Started
+ Add task
Add new group
Production Journal
Updates / 2
Files
Activity Log
Mention
GIF
Chloe Levy 3d
How to Journal:
This will look a bit different for every person and project. Include:
Readings, viewings, research, artifacts (made, wrote, shot, etc.)
Time tracking - how long on each task
Software, hardware, tools, and materials
Project-specific: interviews, surveys, field trips, etc.
Keep and compile your journal in your software of choice.
If you keep handwritten documentation, sketches, etc., be sure to scan and include that in your weekly journal.
Convert/Export to PDF to turn in
Like
Reply
Write a reply and mention others with @

Editing will start Wednesday and likely continue into Thursday, as editing is a more time-consuming area for me. I've built this buffer intentionally to avoid last-minute stress.
Final posting will happen most likely on Friday, giving me a consistent end-of-week deadline with time if anything gets messed up.

Throughout the week, I'll also update any course-related documentation and ensure I stay aligned with weekly objectives and artifacts.

By frontloading preparation on the weekend and spacing out tasks over multiple days, I give myself the room to stay on top of assignments while still having time to decompress and do work for other classes.
This repeatable schedule allows me to put my best foot forward in each task of the process, reduce burnout, and maintain high-quality output. My goal is not just to stay ahead but to create with intention and balance.