

Common Course Numbering System

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Course: FVM 2009
Title: Production Management
Long Title: Production Management
Course Description: This course teaches students how to plan, schedule, and budget for a feature length film or television pilot using Scheduling and Budgeting software. Students will use critical thinking to arrange and divide the script and learn how to predict, calculate, and estimate for insurance requirements, unions and guilds, and basic accounting to complete a professional industry budget and schedule ready for production.

Min Credit: 3

Max Credit:

Course Notes: Previously FVT 209
Origin Notes: CCA
Status Notes: Revisions made 10/23/09 s@

Required Course Learning Outcomes:

- ¿ Produce a film or video project using industry standard methods (A,D,C,D,E,F)
- ¿ Break down a script
- ¿ Color code a script
- ¿ Create a production board
- ¿ Schedule a shoot
- ¿ Budget a shoot
- ¿ Understand stages involve in setting up a production
- ¿ Work with industry standard software programs for scheduling and budgeting
- ¿ Work with others in the pre-production and production phases
- ¿ Allocate resources to maximize production dollars

I. Scheduling

A. Basic rules

B. The script

1. Shooting script

2. Scenes within scenes

3. Running time
4. Coding the script with color code
- C. The breakdown sheet
 1. Transferring coded material to the breakdown page
- D. The production board
 1. Arranging headers and strips
 2. Header strips
 3. Coding the strip
 4. Special situations in coding the strip
- E. Parameter factors
 1. The upgrade rule
 2. Holding days rule
 3. Run of show deal
 4. Locations/studios
 5. Exterior/interior
 6. Day/Night
 7. Weather
 8. Multiple seasons
 9. Child actors/animals
 10. Period productions
 11. Special effects/stunts
 12. 2nd units
 13. Shooting in sequence
 14. Miscellaneous factors

- F. Arranging the board
 - 1. Looking at the whole
- G. How many days
 - 1. Television timing
 - 2. Film timing
- H. The shooting schedule
 - 1. Maximizing the production dollar
- I. Film scheduling and the computer
 - 1. Movie Magic
- II. Budgeting
 - A. Setting up a production company
 - 1. Incorporating
 - 2. Business license
 - 3. Bank account
 - 4. Corporate taxes
 - 5. Accounting software/accountants
 - 6. Attorneys
 - 7. Employees
 - 8. Guild/union signatory
 - 9. Employees
 - 10.

Guild/Union Signatory

B.

Pre-production

1.

Legal

2.

Rights acquisition

3.

Staff contracts

4.

Music clearance

5.

Feature film clips

6.

Archive film clips and stock footage

7.

The script

8.

Script/budget connection

9.

The summary budget

10.

Negotiation with unions

11.

Unions

12.

Payroll services

13.

Below the line rates

14.

Negotiating for equipment and services

15.

Production schedule

16.

Cash flow schedule

17.

Casting

18.

Post Production

19.

Completion bonding

20.

Insurance

21.

Locations

22.

Budgets from department heads

23.

Production forms

24.

Tracking costs

25.

Contact sheets

C.

Sample budget

1.

\$5 million feature film (35mm)

2.

Documentary tape (Beta SP)

3.

Live music concert (SP multi-cam)

4.

Documentary film (16mm)

5.

Industrial budget (Beta SP)

6.

Music video (16mm)

7.

Student film (16mm)

Course Offered At:

Community College of Aurora CCA

RELEASE: 8.5.3

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