

Production Management

Level: 4

Career Cluster: Media Arts

Program: Media Production and Broadcasting

Pathway: Cinematography and Film/Video Production

Aligns with: FVM 2009 Production Management

Course Catalog Description

Prepares students to manage digitally based film and video productions by applying industry-standard practices in script breakdown, scheduling, budgeting, production planning, business operations, cloud-based collaboration, and team leadership using current digital tools and workflows.

Summary

This course introduces students to the planning, coordination, and leadership required to manage digitally based film and video productions. Students analyze scripts, create digital breakdowns, develop schedules and budgets, and examine business, legal, and professional practices used in the industry. Using cloud-based production management tools, shared documents, digital calendars, and collaborative workflows, students build the communication, organization, and problem-solving skills needed to support successful productions. Students also evaluate sample budgets, digital paperwork, and production scenarios to understand how scale, genre, and distribution goals influence planning and decision-making in modern media environments.

Notes

The revised course reflects a major shift from the original course toward a more comprehensive, structured, and industry-aligned framework. The older course primarily focused on foundational production management concepts such as basic planning, coordination, and understanding production roles, schedules, and budgets. In contrast, the updated version significantly expands these areas into clearly defined, measurable student learning outcomes that emphasize digital workflows, cloud-based collaboration, and the integration of scheduling, budgeting, and script analysis into cohesive production systems. Additionally, the new course strengthens alignment with current CTE expectations by formalizing key components such as portfolio development, leadership, work-based learning, and a culminating final assessment project, which were either limited or implicit in the original course. Overall, the updated course moves beyond foundational knowledge to a more advanced, career-connected model that emphasizes real-world application, leadership, professional communication, and readiness for postsecondary pathways and careers in film and video production.

Student Learning Outcomes

1. Career Exploration and Postsecondary Opportunities

Objective: *Students will explore and analyze career pathways related to production management in cinematography and film/video production by examining professional roles, tools, work environments, ethical and legal expectations, certifications, professional organizations, and Colorado postsecondary education options to make informed academic and career decisions.*

- 1) Identify employment opportunities in various fields with a focus in the area of cinematography and film/video production
 - a. Recognize the work typically performed, tools and technology used, and nature of work environments
 - b. Identify potential certifications within the careers
 - c. Find membership organizations associated with the careers
 - d. Understand the necessary education associated within the careers
- 2) Define professionalism within the context of cinematography and film/video production
 - a. Criticism and evaluation
 - b. Presentation
 - c. Assessment
- 3) Recognize laws, regulations, and ethics significant to the fields of cinematography and film/video production
- 4) Identify postsecondary opportunities offered in the state of Colorado
 - a. Technical college, community college, 4-year institutions
 - b. Certificates, associates, bachelor, and advanced degree opportunities

2. Foundations of Production Management

Objective: *Students will explain and apply foundational production management concepts by analyzing the role of the production manager, understanding the stages of production, using industry terminology, and evaluating how digital management systems support creative, technical, and financial decision making.*

- 5) Explain the role of the Production Manager in film and video production.
- 6) Describe the stages of production, including development, pre-production, production, and post-production.
- 7) Analyze how production management supports creative, technical, and financial decision-making.
- 8) Apply industry-standard terminology related to scheduling, budgeting, and production paperwork.

3. Script Analysis and Breakdown

Objective: *Students will analyze scripts for production requirements by applying industry-standard breakdown methods, organizing production elements using color-coding and breakdown sheets, and evaluating script complexity to anticipate logistical, scheduling, and budget constraints.*

- 9) Analyze a shooting script to identify all production elements required for filming.
- 10) Apply industry-standard color coding to scripts to categorize production needs.
- 11) Transfer script data into breakdown sheets accurately and efficiently
- 12) Evaluate script complexity to anticipate logistical, time, and budget constraints.

4. Scheduling and Production Planning

Objective: *Students will create and evaluate production schedules by applying scheduling rules and best practices, organizing production boards and strip schedules, analyzing constraints that affect shooting order, and using industry-standard software to build efficient, cost-effective shooting schedules.*

- 13) Explain basic rules and best practices for scheduling film and video productions.
- 14) Analyze scenes within a script to determine running time and shooting requirements.
- 15) Create a production board using headers and strips organized by logical shooting order.
- 16) Apply color coding and special-case identifiers to production strips.
- 17) Analyze scheduling parameters that affect production, including:
 - a. Locations vs. studios
 - b. Interior vs. exterior scenes
 - c. Day vs. night shooting
 - d. Weather and seasonal requirements
 - e. Child actors, animals, stunts, and special effects
- 18) Evaluate the most efficient shooting order to maximize production value and minimize costs.
- 19) Create a complete shooting schedule based on production constraints.
- 20) Use industry-standard scheduling software to build and adjust schedules.

5. Budgeting and Financial Management

Objective: *Students will develop and manage production budgets by analyzing the relationship between script, schedule, and budget; allocating resources strategically; tracking costs; and evaluating financial trade-offs to maximize production value within defined constraints.*

- 21) Explain the purpose and structure of a production budget.
- 22) Develop a budget aligned to a script, schedule, and production scope.
- 23) Analyze the relationship between the script, schedule, and budget.
- 24) Allocate resources strategically to maximize production dollars.
- 25) Track costs and update budgets throughout pre-production and production.
- 26) Evaluate budget trade-offs and prioritize spending decisions.

6. Business, Legal and Professional Practices

Objective: *Students will apply fundamental business, legal, and ethical practices in production management by analyzing contracts, insurance, labor structures, and union considerations, and by demonstrating professional standards related to crew hiring, compensation, and ethical decision-making.*

- 27) Identify basic legal and business considerations involved in setting up a production.
- 28) Explain the purpose of contracts, insurance, rights acquisition, and clearances.
- 29) Analyze the roles of unions, payroll services, and guild signatories in professional productions.
- 30) Apply ethical and professional practices related to crew hiring and compensation.

7. Software and Industry Tools

Objective: *Students will use industry-standard production management tools by applying scheduling and budgeting software, analyzing how digital tools improve efficiency and accuracy, and integrating software outputs into professional production paperwork and communication workflows.*

- 31) Demonstrate use of industry-standard software for scheduling and budgeting.
- 32) Analyze how digital tools improve efficiency and accuracy in production management.
- 33) Integrate software outputs into production paperwork and communication workflows.

8. Collaboration and Leadership

Objective: *Students will demonstrate leadership and collaborative management skills by working effectively with directors, producers, department heads, and crew; communicating scheduling and budgeting information clearly; evaluating staffing needs; and solving production challenges through organization and professional communication.*

- 34) Collaborate effectively with directors, producers, department heads, and crew during pre-production and production.
- 35) Communicate scheduling and budgeting information clearly to team members.
- 36) Evaluate crew needs and staffing levels based on production requirements.
- 37) Demonstrate leadership skills through organization, communication, and problem-solving.

9. Sample Budgets and Applied Analysis

Objective: *Students will analyze production budgets across multiple media formats by comparing how scale, genre, and distribution goals influence planning decisions for feature films, documentaries, live events, music videos, industrial productions, and student projects.*

- 38) Analyze sample budgets from a variety of production types, including:
 - a. Feature films
 - b. Documentaries
 - c. Live music performances
 - d. Industrial and promotional videos
 - e. Music videos
 - f. Student productions
- 39) Compare how scale, genre, and distribution goals affect production planning.

10. Portfolio Development

Objective: *Students will develop a professional production management portfolio by selecting and organizing artifacts, documenting process and responsibilities, reflecting on growth, and presenting evidence of technical, organizational, and collaborative skills for postsecondary and career readiness.*

- 40) Select and curate portfolio artifacts that demonstrate production planning, scheduling, budgeting, communication, and leadership skills.
- 41) Organize portfolio materials using a clear structure, consistent labeling, and professional presentation conventions.
- 42) Write brief reflections or annotations that explain project goals, individual contributions, challenges, and outcomes.
- 43) Present a polished portfolio that supports postsecondary applications, internships, or entry-level employment opportunities.

11. Leadership

Objective: *Students will strengthen leadership skills by setting goals, facilitating collaboration, demonstrating accountability, and applying professional decision-making strategies that support successful production teams and classroom organizations.*

- 44) Demonstrate leadership through goal setting, initiative, accountability, and ethical decision-making.
- 45) Facilitate effective team communication, collaboration, and conflict resolution during production planning and execution.
- 46) Evaluate personal leadership strengths and areas for growth through reflection and feedback.
- 47) Apply leadership skills in classroom, CTSO, or project-based contexts to support shared goals and quality outcomes.

12. Work-Based Learning

Objective: *Students will connect classroom learning to workplace expectations by exploring work-based learning experiences, demonstrating employability skills, engaging with industry professionals, and evaluating how production management knowledge applies in professional settings.*

- 48) Identify work-based learning opportunities such as job shadows, internships, client projects, mentorships, or simulated workplace experiences related to media production.
- 49) Demonstrate employability skills including punctuality, communication, collaboration, adaptability, and professionalism.
- 50) Engage with industry professionals to gather information about workplace expectations, career pathways, and job responsibilities.
- 51) Reflect on work-based learning experiences and evaluate how classroom skills transfer to professional production environments.

13. Final Assessment Project

Objective: *Students will complete a culminating production management project by integrating script breakdown, scheduling, budgeting, leadership, communication, and professional presentation skills into a comprehensive final assessment.*

52) Develop and present a complete production management plan for a film or video project, including key preproduction documents.

53) Apply script analysis, scheduling, budgeting, and communication strategies to solve production challenges within the final project.

54) Demonstrate professionalism, leadership, and collaboration throughout project development and presentation.

55) Evaluate final project quality using feedback, reflection, and course criteria to identify strengths and next steps for growth.

14. Career and Technical Student Organizations

Objective: *Using the [CTSO Resource Document](#), chapter activities will provide some of the best opportunities CTSO members will have to learn by doing. A successful [program of work](#) creates a positive learning atmosphere in the classroom. CTSO members learn how to accept responsibility, work as a team, manage a budget, and handle success and failure. Per the CTE Admin Handbook, CTSOs are embedded into curriculum.*

Professional Development

Prepare each member for entry into the workforce and provide a foundation for success in a career. Becoming a professional does not stop with acquiring a skill, but involves an increased awareness of the meaning of good citizenship and the importance of labor and management in the world of work.

Community Service

Promote and improve goodwill and understanding among all segments of the community through services donated by CTSO chapters, and to instill in its members a lifetime commitment to community service.

Business and Industry Connections

Increase awareness of quality job practices and attitudes, and increase the opportunities for employer engagement and eventual employment.

Financial Leadership

Plan and participate in activities to allow all members to carry out the chapter's projects. Educate members on their own personal finance for current and future success.

Public Relations

Make the general public aware of the good work that students in career and technical education are doing to better themselves and their community, state, nation, and world.

Social Activities

To increase cooperation in the school and community through activities that allow CTSO members to get to know each other in something other than a business or classroom setting.

Academic Standards Alignment

Colorado CTE courses are required to integrate academic and essential skills into course content. The following academic standards have been identified as aligned to this course and should be integrated throughout instruction.

[CO CTE Academic Standards Resources](#) (Rubrics, integration strategies, etc)

[CDE Colorado Academic Standards Online](#) (Online standards lookup tool)

Note: Mathematics and Science standards will be added in the future. Visit the [Colorado Academic Standards](#) page for the most current version.

Reading, Writing and Communicating Crosswalk

Course: Production Management

Colorado Academic Standards – Reading, Writing and Communicating

Standard	Prepared Graduate Competency	Description	Course Evidence / Alignment
Standard 1: Oral Expression and Listening	Prepared Graduate 1 – Collaboration	Collaborate effectively as group members or leaders who listen actively and respectfully; pose thoughtful questions, acknowledge the ideas of others; and contribute ideas to further the group's attainment of an objective.	Students collaborate with production teams, communicate roles and responsibilities, participate in meetings, and listen actively to coordinate successful productions.
Standard 1: Oral Expression and Listening	Prepared Graduate 2 – Oral Presentations	Deliver effective oral presentations for varied audiences and varied purposes.	Students present production plans, schedules, budgets, and logistical updates to peers, instructors, and production stakeholders.
Standard 2: Reading for All Purposes	Prepared Graduate 4 – Informational Texts	Read a wide range of informational texts to build knowledge and to better understand the human experience.	Students read and interpret informational texts such as production schedules,

			budgets, contracts, call sheets, safety guidelines, and organizational documents.
Standard 2: Reading for All Purposes	Prepared Graduate 5 – Language in Context	Understand how language functions in different contexts.	Students use appropriate production, management, and industry-specific vocabulary and adapt communication for creative, technical, and administrative contexts.
Standard 3: Writing and Composition	Prepared Graduate 7 – Informational Writing	Craft informational/explanatory texts using techniques specific to the genre.	Students write production schedules, reports, budgets, meeting notes, reflections, and documentation explaining production management processes.
Standard 3: Writing and Composition	Prepared Graduate 9 – Writing Process	Demonstrate mastery of their own writing process with clear, coherent, and error-free polished products.	Students revise written plans and documentation and refine organizational materials to produce clear, accurate, and professional-quality.
Standard 4: Research Inquiry and Design	Prepared Graduate 10 – Research and Ethics	Gather information from a variety of sources; analyze and evaluate its quality and relevance.	Students research production practices, labor roles, legal requirements, and industry standards; evaluate sources.

Free Resource Links

1. Career Exploration and Postsecondary Opportunities

- My Next Move (production management careers, job duties, education pathways)
<https://www.mynextmove.org/>
- CareerOneStop – Film and Video Careers (career pathways, certifications, training programs)
<https://www.careeronestop.org/>
- Producers Guild of America (professional roles, industry standards, career pathways)
<https://producersguild.org/>
- ScreenSkills (production management careers, education, industry roles)
<https://www.screenskills.com/>

2. Foundations of Production Management

- StudioBinder – Production Management Basics (production roles, stages of production, terminology)
<https://www.studiobinder.com/blog/production-management/>
- BFI Filmmaking Guides (production workflow, management fundamentals)
<https://www.bfi.org.uk/film-academy>
- No Film School – Producing and Management (production stages, management concepts)
<https://nofilmschool.com/>
- PBS Producing Basics (production planning, industry roles)
<https://www.pbs.org/education/>

3. Script Analysis and Breakdown

- StudioBinder – Script Breakdown Guide (script analysis, breakdown sheets, color coding)
<https://www.studiobinder.com/blog/script-breakdown/>
- Wrapbook – Script Breakdown Basics (production elements, logistics planning)
<https://www.wrapbook.com/blog/script-breakdown>
- Celtx Learning Resources (script breakdowns, production planning)
<https://www.celtx.com/resources.html>
- Movie Magic Scheduling Blog (script analysis, breakdown workflow)
<https://www.ep.com/resources/>

4. Scheduling and Production Planning

- StudioBinder – Production Scheduling (stripboards, shooting schedules, planning rules)
<https://www.studiobinder.com/blog/production-schedule/>
- Movie Magic Scheduling Resources (industry scheduling practices, constraints analysis)
<https://www.entertainmentpartners.com/>

- Wrapbook – Production Scheduling (shooting order, timelines, planning)
<https://www.wrapbook.com/blog>
- No Film School – Scheduling Guides (efficient shooting schedules, production planning)
<https://nofilmschool.com/>

5. Budgeting and Financial Management

- StudioBinder – Film Budgeting Basics (budget structure, cost tracking, tradeoffs)
<https://www.studiobinder.com/blog/film-budget/>
- Wrapbook – Production Budgeting (budget creation, payroll, cost management)
<https://www.wrapbook.com/blog>
- Entertainment Partners Resources (industry budgeting, accounting concepts)
<https://www.entertainmentpartners.com/>
- BFI Budgeting Guides (budget planning, financial decisionmaking)
<https://www.bfi.org.uk/film-academy>

6. Business, Legal and Professional Practices

- U.S. Copyright Office – Education Resources (rights, copyright, clearances)
<https://www.copyright.gov/education/>
- Screen Actors Guild – Industry Information (unions, contracts, professional practices)
<https://www.sagaftra.org/>
- Wrapbook – Film Production Law Basics (contracts, insurance, payroll)
<https://www.wrapbook.com/blog>
- Film Independent – Producing Resources (ethical practices, business considerations)
<https://www.filmindependent.org/>

7. Software and Industry Tools

- StudioBinder Software Resources (production paperwork, scheduling, management tools)
<https://www.studiobinder.com/>
- Celtx Learning Center (scheduling, budgeting, production software)
<https://www.celtx.com/>
- Movie Magic Scheduling and Budgeting (industry-standard production software concepts)
<https://www.entertainmentpartners.com/>
- Trello Guides (workflow organization, task tracking)
<https://trello.com/guide>

8. Collaboration and Leadership

- MindTools – Leadership Skills (team leadership, communication, decisionmaking)
<https://www.mindtools.com/>

- StudioBinder – Team Collaboration (communication workflows, crew coordination)
<https://www.studiobinder.com/blog/>
- Harvard Business Review – Project Leadership (leadership strategies, collaboration)
<https://hbr.org/>
- ScreenSkills – Production Leadership (management skills, collaboration in production)
<https://www.screenskills.com/>

9. Sample Budgets and Applied Analysis

- StudioBinder – Sample Film Budgets (feature films, short films, student projects)
<https://www.studiobinder.com/blog/>
- Wrapbook – Budget Examples (different production scales and formats)
<https://www.wrapbook.com/blog>
- BFI Case Studies (budget considerations across genres and formats)
<https://www.bfi.org.uk/film-academy>
- No Film School – Budget Breakdowns (applied budgeting analysis, real-world examples)
<https://nofilmschool.com/>

10. Portfolio Development

- StudioBinder – Production Portfolio Tips (production documents, portfolio examples, workflows)
<https://www.studiobinder.com/blog/>
- Canva Portfolio Design School (portfolio organization, presentation, visual storytelling)
<https://www.canva.com/learn/>
- Adobe Portfolio (digital portfolio creation, professional presentation)
<https://portfolio.adobe.com/>
- Berklee Online Take Note (creative portfolios, career readiness, project presentation)
<https://online.berklee.edu/takenote/>

11. Leadership

- MindTools – Leadership Skills (team leadership, communication, decision-making)
<https://www.mindtools.com/>
- Harvard Business Review (project leadership, collaboration strategies, management decision-making)
<https://hbr.org/>
- ScreenSkills – Production Leadership (leadership roles, team coordination in film production)
<https://www.screenskills.com/>

- LinkedIn Learning Blog (professional leadership, workplace communication, management skills)
<https://www.linkedin.com/business/learning/blog>

12. Work-Based Learning

- CareerOneStop (work-based learning, internships, career readiness)
<https://www.careeronestop.org/>
- Advance CTE – Work-Based Learning Toolkit (career-connected learning, industry partnerships)
<https://careertech.org/work-based-learning>
- NACE Career Readiness Competencies (employability skills, professional expectations)
<https://www.naceweb.org/career-readiness/competencies/>
- PBS LearningMedia – Workplace Skills (communication, collaboration, real-world application)
<https://www.pbslearningmedia.org/>

13. Final Assessment Project

- StudioBinder – Production Planning Templates (scheduling, budgeting, production docs)
<https://www.studiobinder.com/>
- Celtx Resources (production planning, script breakdown, scheduling tools)
<https://www.celtx.com/resources.html>
- Adobe Creative Cloud Tutorials (project workflows, production tools)
<https://helpx.adobe.com/creative-cloud/tutorials-explore.html>
- TED-Ed Student Talks (presentation, explaining projects, professional communication)
https://ed.ted.com/student_talks