**Sample Project Plan for Marketing Video**

**Completed by June 1**

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| **Task** | **Who** | **Complete by** |
| Project Initiation Meeting | Everyone |  |
|  |  |  |
| Develop Script (1-3 minutes long) | Brian | 4/19-Done |
| Create Storyboard | Brian | 4/23-Done |
| Collect images needed | Michelle or Brian | 4/24-Done |
| Create slides in PowerPoint  | Brian | 4/30-Done |
| Add animation | Brian | 5/8 Done |
| Create Screencapture video (optional) | Brian or Skeeter | Not needed |
| Create any Full motion video of Jim (optional) | Brian and Jim | Not needed |
| Add narration and Save as Video | John | 5/10-Done |
| Client reviews | Jim | 5/10 Done |
| Custom Intro/outro  | Brian/Fivver | 5/25 Waiting |
| New Narration | Michelle or Fivver | 5/25 Waiting |
| Convert PowerPoint to MP4  |  |  |
| Upload to Hosting service and embed into website |  |  |
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