

Video Planning Checklist

Idea	In Progress	Completed	Notes
Defined objective(s)	<input type="radio"/>	<input type="radio"/>	
Identified potential impact (what will audience learn? how will they change?)	<input type="radio"/>	<input type="radio"/>	
Developed assessment plan (how will I know if I achieved my goals?)	<input type="radio"/>	<input type="radio"/>	
Approach	In Progress	Completed	Notes
Identified suitable approach to meet goals	<input type="radio"/>	<input type="radio"/>	
Developed realistic timeline (talked to people who have done this)	<input type="radio"/>	<input type="radio"/>	
Identified who will do what	<input type="radio"/>	<input type="radio"/>	
Chunked content into small sections of 3–4 minutes each	<input type="radio"/>	<input type="radio"/>	
Reviewed with learning design in mind	<input type="radio"/>	<input type="radio"/>	

Resources	In Progress	Completed	Notes
Conducted search for existing resources	<input type="radio"/>	<input type="radio"/>	
Sourced content licensed for re-use (if B roll is needed)	<input type="radio"/>	<input type="radio"/>	
Understand copyright guidelines for media included	<input type="radio"/>	<input type="radio"/>	
Defined re-use strategy for project (CC licensing, etc.)	<input type="radio"/>	<input type="radio"/>	
Prepared forms and permissions required for project	<input type="radio"/>	<input type="radio"/>	
Created draft script and/or storyboard	<input type="radio"/>	<input type="radio"/>	
Confirmed filming location(s), date(s) and subject(s) availability	<input type="radio"/>	<input type="radio"/>	
Confirmed team required for video shoot	<input type="radio"/>	<input type="radio"/>	
Tools	In Progress	Completed	Notes
Identified and acquired necessary gear and equipment	<input type="radio"/>	<input type="radio"/>	
Considered sustainability of project (i.e. updates, revisions, ownership)	<input type="radio"/>	<input type="radio"/>	
Experimented with software, tools and approaches	<input type="radio"/>	<input type="radio"/>	
Tested out equipment at filming location for audio quality, lighting, and shot angles	<input type="radio"/>	<input type="radio"/>	