Course Name (English)	DIGITAL FILM AND TELEVISION PRODUCTION MANAGEMENT APPROVED
Course Code	FMP422

MQF Credit	3

Course Description	This course will expose the students to the theory and practice of fundamental aspects of film management. Students will be learned essential skills of the business and logistics side of filmmaking in order to prepare for a film or television production and then manage its creation on-schedule and on-budget. Students also will be trained in the business of production management which entails planning a production and running a production. By the end of the course, the student will be exposed with basic skills and exposures and it is hoped the students can be prepared for film production. Such an exposure is essential in managing a production in a more systematic way once they embark in the actual world of production.

Transferable Skills	1. Communicate effectively with others; 2. Perform assigned tasks safely and accurately within a team and participate in group activities to achieve team goals; 3. Examine and dissect the components of a script in order make an organized process of shooting. 4. Instruct other people clearly and precisely to undertake simple tasks; 5. Understake independent and self-directed study and learning.

Teaching Methodologies	Lectures, Blended Learning, Case Study, Tutorial, Discussion, Presentation

CLO		
	CLO1	Demonstrate the concept, scope, and production structure in a systematic manner.
	CLO2	Organise the basic production management process by incorporating effective practical skills in a film or video production.
	CLO3	Identify the functions and responsibilities of a producer or production manager in managing a production by incorporating suitable scientific skills.

Pre-Requisite Courses	No course recommendations

Topics
1. The Introduction – The Production Management (PM) 1.1) n/a
2. Preparing for Production – Production scheduling 1 2.1) n/a
3. Preparing for Production – Production scheduling 2 3.1) n/a
4. The Shoot Day and Call Sheets 4.1) n/a
5. Daily Production Report 5.1) n/a
6. Location Management 6.1) n/a
7. Production Insurance 7.1) n/a
8. Budgeting 8.1) n/a

9. Cash Flow 9.1) n/a
10. Official & Cost Report 10.1) n/a
11. Planning and Problems in Production 1 11.1) n/a
12. Planning and Problems in Production 2 12.1) n/a
13. Case Study 1 13.1) n/a
14. Case Study 2 14.1) n/a

Assessment Breakdown	%
Continuous Assessment	100.00%

Details of Continuous Assessment	Assessment Type	Assessment Description	% of Total Mark	CLO
	Assignment	One (1) written an assignment of the Introduction in film production.	30%	CLO2
	Assignment	One (1) written an assignment with a case study about production in Malaysia.	30%	CLO1
	Assignment	One (1) report– Production process (PLOC)	40%	CLO3

Reading List	Recommended Text	• **Cleve, Bastian 2013, *Film Production Management*, 3rd Edition Ed., Focal Press Burlington** • **Patz, Deborah 2010, *Film Production Management 101-2nd edition: Management & Coordination in a Digital Age*, Michael Wiese Production Studio City**
	Reference Book Resources	• **Gates, Richard 2013, *Production Management for Film and Video*, 3rd Edition Ed., Focal Press Burlington** • **Levison, Louise 2016, *Filmmakers and Financing: Business Plans for Independents (American Film Market Presents)*, 8th Edition Ed., Routledge New York** • **Stardling, Linda 2017, *Production Management for TV and Film: The Professional's Guide (Professional Media Practice).*, 4th Edition Ed., Bloomsbury Publishing Plc New York**
Article/Paper List	This Course does not have any article/paper resources
Other References	This Course does not have any other resources