Course Name (English)	DIGITAL FILM AND TELEVISION PRE-PRODUCTION MANAGEMENT `APPROVED`
Course Code	FMP411

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 and knowledge required to plan and manage all aspects of pre-production processes and facilities. It involves coordinating and supervising activities of the entire crew as well as administrative, financial and technical details of productions. 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. Apply basic skills to interpret, use and analyse information on film production;

Teaching Methodologies	Lectures, Blended Learning, Case Study, Presentation

CLO		
	CLO1	Develop an understanding of pre-production management in a film or video production.
	CLO2	Develop the abilities to handle a pre-production structure and pre-production process in a systematic manner.
	CLO3	Recognizes the importance of effective communication, teamwork and responsibilities of production personnel in managing a production.

Pre-Requisite Courses	No course recommendations

Topics
1. The Introduction 1.1) What is Pre - Production
2. Definition of Production Management in Screen 2.1) Planning Process
3. Production Hierarchy 3.1) Organising
4. Production Personnel 4.1) Organising Pre Production
5. Location and Studio 5.1) Location Agreement
6. Casting and Talent 6.1) Talent Agreement
7. Budgeting 1 7.1) n/a
8. Budgeting 2 8.1) n/a
9. Script breakdown 1 9.1) Pre Production Process 9.2) Breakdown templates

10. Script breakdown 2 10.1) n/a
11. Planning and Problems in Production 11.1) n/a
12. Case Study Discussion 12.1) Articles - discussion
13. Pre Production 1 13.1) n/a
14. Pre Production 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) research assignment of the basic principles knowledge of pre-production management.	30%	CLO1
	Assignment	Written assignment with a case study about production in Malaysia.	30%	CLO2
	Group Project	Report – Pre production Process	40%	CLO3

Reading List	Recommended Text	• Cleve, Bastian 2017, *Film Production Management*, 4th Edition Ed., Focal Press Burlington • Honthaner, Eve Light 2010, *The Complete Film Production Handbook*, 4th 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 • 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 • Lorene M. Wales 2017, *The Complete Guide to Film and Digital Production: The People and The Process*, 3rd Edition Ed., Routledge New York
Article/Paper List	This Course does not have any article/paper resources	
Other References	This Course does not have any other resources	