Production plan, schedule and follow-up

### 

**Working title:**

**Team:**

**Contact information:**

**Folder of the production (GDrive, cloud, etc.)**:

**responsibilities of the members:**

**Deadline:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Phase** | **deadline** | **responsible** | **Started/in the making /Finished** | **location of the file** | **more** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| add more lines, if needed |  |  |  |  |  |

Plan of the naming of the files:

example of Follow-up

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| scene | responsible | backgrounds | animation | colour | compiled | rendered | location |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |