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| WEEK | DATE (week beginning) | FOCUS | DEADLINES | PEOPLE RESPONSIBLE |
| 1 | January 6 | Production schedule/ research/ groups/ technical roles |  |  |
| 2 | January 13 | Screenplay/ storyboard | SCREENPLAY CHECKED |  |
| 3 | January 20 | Dubchart/ Location scouting | STORYBOARD CHECKED |  |
| 4 | January 27 | CNY: Prepare Pitch |  |  |
| 5 | February 3 | Pitches delivered | ALL PRE -PRODUCTION DUE: PITCH | ALL |
| 6 | February 10 | Equipment booking/ practice |  |  |
| 7 | February 17 | First shoot; begin editing |  |  |
| 8 | February 24 | Second shoot; continue editing |  |  |
| 9 | March 2 | Feedback on rough cut | ROUGH CUT VIEWED | ALL |
| 10 | March 9 | Fine editing/ colour grading/ sound. |  |  |
| 11 | March 16 |  | FINAL CUT SUBMITTED | ALL |
| 12 | March 23 | EVALUATION | ALL WORK DUE | ALL |