Functional Area - Operations Management

Title	Manage animation development
Code	107943L5
Description	This unit of competency applies to all Digital Media Technology (DMT) practitioners who are responsible for managing animation production work. The task of the practitioners is to control the workflow and resources, as well as steering the production work to complete with the required quality according to the development plan.
Level	5
Credit	3

Competency	Performance Requirements
	1. Knowledge for managing animation development
	
	• Possess good communication and interpersonal skills to communicate at all levels
	• Possess excellent knowledge of animation production work
	• Possess good project management skills including: planning, scheduling, implementing, monitoring and delivering
	• Possess good experience of managing different stages of animation work
	
	2. Manage animation development:
	
	• Work with stakeholders to understand the production brief, script, storyboard, animatic and the story of the production
	• Develop a production plan with tasks including but not limited to the following:
	   o Prepare production timeline
	   o Schedule each animation stage
	   o Recruit the production team
	   o Identify resources required for production work (software, hardware, etc.)
	   o Acquire designs and model sheets, if available
	• Organise the development team (Background Artist, Key Frame Animator, In-between Animators, Clean-up Artist , etc.) and develop specifications of all scenes for the animation development pipeline, such as:
	   o Models
	   o Shaders
	   o Rigs
	   o Texture and materials
	   o Animations
	• Work with the development team to ensure all team members understand the requirements and the schedules
	• Monitor and assess production progress of all team members to ensure all production work is in-line with the development plan
	   o Identify issues when progress is not going as scheduled
	   o Reschedule and redeploy resources when problems are identified
	• Review quality of work from the development team to ensure it meets the production requirements
	• Regularly hold team meetings to maintain team morale, share development knowledge, assess quality, ensure individual team members' works are on schedule, etc.
	• Regularly prepare animation development progress report and present to stakeholders
	
	3. Exhibit professionalism

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	• Apply industry project management standards with digital animation production management to ensure animation development completed to the required quality and on schedule
Assessment Criteria	The integrated outcome requirements of this UoC are the abilities to: • Work and communicate effectively with all levels of the animation team and production stakeholders to ensure the whole team understands the animation development requirements • Develop a detailed development plan and ensure production work are completed in accordance to the production plan • Monitor the progress of each part of the animation development pipeline and provide regular progress reports to stakeholders
Remark	