
MULTIMEDIA PRODUCTION BOOK CHECKLIST

_____ Production Book Checklist (*as your table of contents*)

CONCEPT

_____ Treatment & Content Outline
_____ Final Flowchart
_____ Final Storyboard
_____ Final Script (*if narrative multimedia project*)

PROOFS

_____ Color Schemes, Text Fonts & Styles, Style of Icons, Graphics, etc.
_____ Sound Effects &/or Music (*if appropriate*)
_____ Video &/or Animation (*if appropriate*)
_____ User “Tools” (*if appropriate*)

PRODUCT

_____ Computer Diskette, CD-ROM, SyQuest Cartridge, etc.
_____ Accompanying User Documentation (*as appropriate*)

PERSONNEL

_____ Production Team & Task List
_____ Production “Talent” List (*if necessary*)

SCHEDULING

_____ Production Schedule (*e.g., Action Plan, Gantt Chart, PERT Chart, etc.*)
_____ Production Draft of Flowchart &/or Storyboard
_____ Production Draft of Script (*if narrative multimedia project*)

BUDGET

_____ Production Budget

LEGAL

_____ Authorization (*one from each “talent”*) &/or Copyright Release
_____ Copyright Notice, Credits, & Product Disclaimer

EVALUATION

_____ Audience Survey Results
_____ Creative Process & Consequence Essays (*from each team member*)
_____ Production Team Evaluation Form (*for each member, submit separately*)

OTHER

_____ Draft Content Outlines, Flowcharts, Storyboards, &/or Script(s)
_____ Acknowledgements, Bibliography, &/or Content References
_____ Miscellaneous (*eg., copies of correspondence, mind maps, audience surveys, etc.*)