

Self Mate Vodcast

Project Management (PM) Plan



Keep You in C.H.E.C.K!

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Created On: 12/19/2021
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Social Media:..... Instagram: @VonnieGabrielle
YouTube or Vimeo:..... [youtube.com/user/DeVisionary](https://www.youtube.com/user/DeVisionary)

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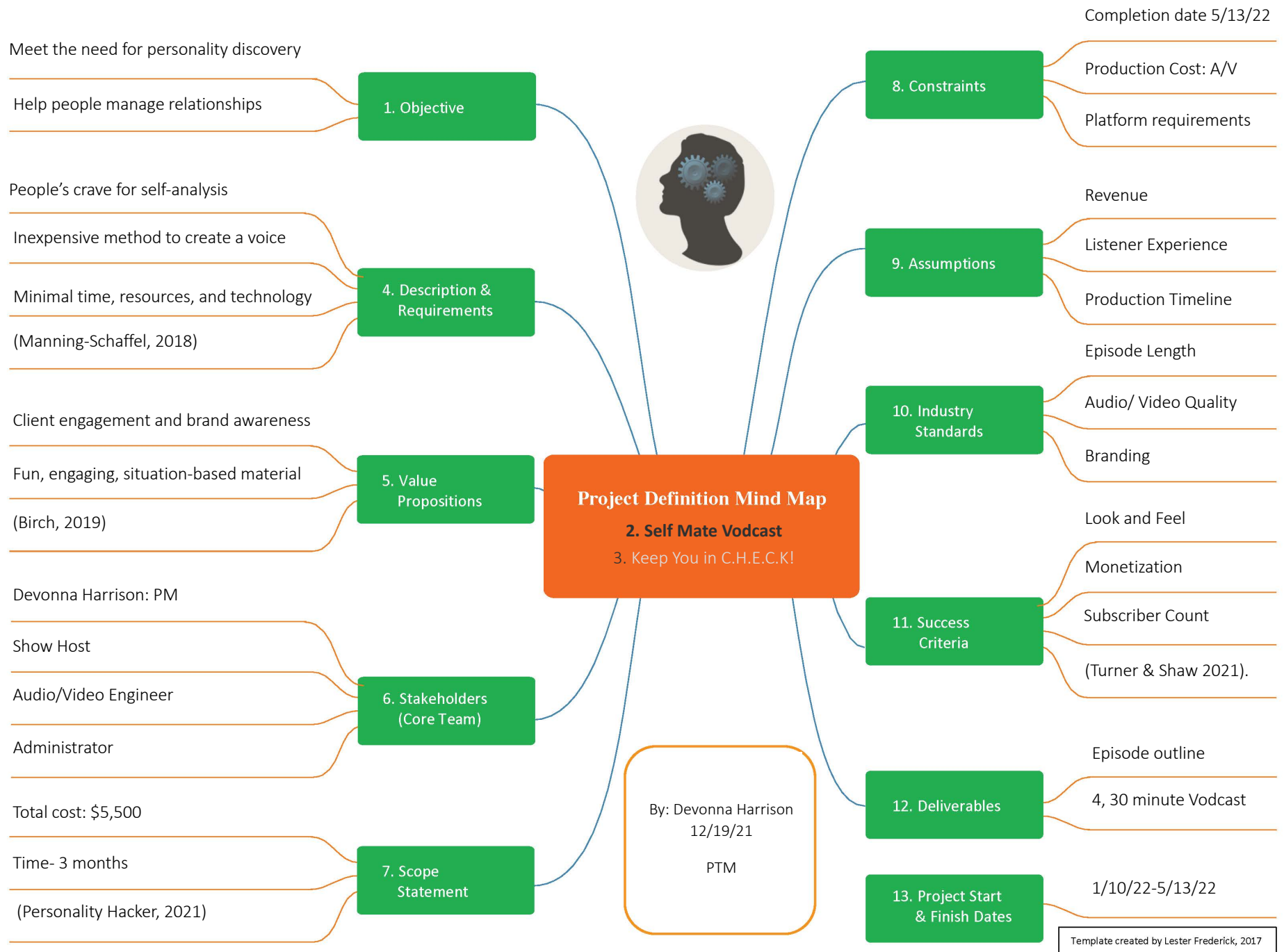
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Executive Summary

Imagine you're looking to have a successful relationship, grow in your career or even find yourself tired of being alone. Perhaps, you just want a solid friendship. How do you go about this, specifically after experiencing your own conflicts in relationships? Have you considered why certain personality types pull you in, while others repel you? How can you make the most of these connections that you're in? Does any of this matter? A survey published in the National Center for biomedical information, states that 64% of respondents experienced a toxic personality in their current work environment (Umberson & Montez, 2010). This emphasizes that you, people, and personalities are important and an issue that we consistently face.

The concept of this visual podcast started as a question of how can people maximize their personalities to better their lives? This led to a more specific definition of the possibility to help people where it mattered most, their personal and professional relationships. After thorough research, we discovered that by knowing each other's personality traits, you can discover new ways to approach problems and better respond to the needs of your loved ones and build stronger partnerships. (Swaim, 2020). With unlimited information about our subject, we decided that a condensed format in the form of a visual podcast would make the information relatable and fun. Our creative team and our scientific knowledge of behavior merged to create an experience that will benefit people who tune in. By having a clear understanding of the practical and engaging steps to personal discovery and improved relationships, we believe that we can create an empowered and motivated community of engaged listeners and participants in, what we call, a vodcast to "Keep you in C.H.E.C.K." (Appendix D).

The design of this project relies on the research of quality entertainment and scientifically backed data presented through visual and audio platforms. Through the Development, Pre-production, Production, Post-Production, and Distribution phases (Appendix A), we intend to produce four quality episodes in the span of 90 days. Our project methodology is based on the Fusion Method (Appendix B), where we start with the Agile method during our development stage, move toward the more traditional Waterfall approach in production, and then back Agile during the monitoring in the distribution phase as we repeat the process for all episodes. As we focus on quality, it is our goal to increase our audience engagement by monitoring our unique downloads on a biweekly schedule. The success of the Self Mate Vodcast means that sponsors will have the benefit of brand awareness which can lead to a substantial increase in companies' ROI as our community grows. We appreciate the time you are taking to review this Project Management Plan and welcome the possibility of partnering together in this exciting opportunity. Thank you!



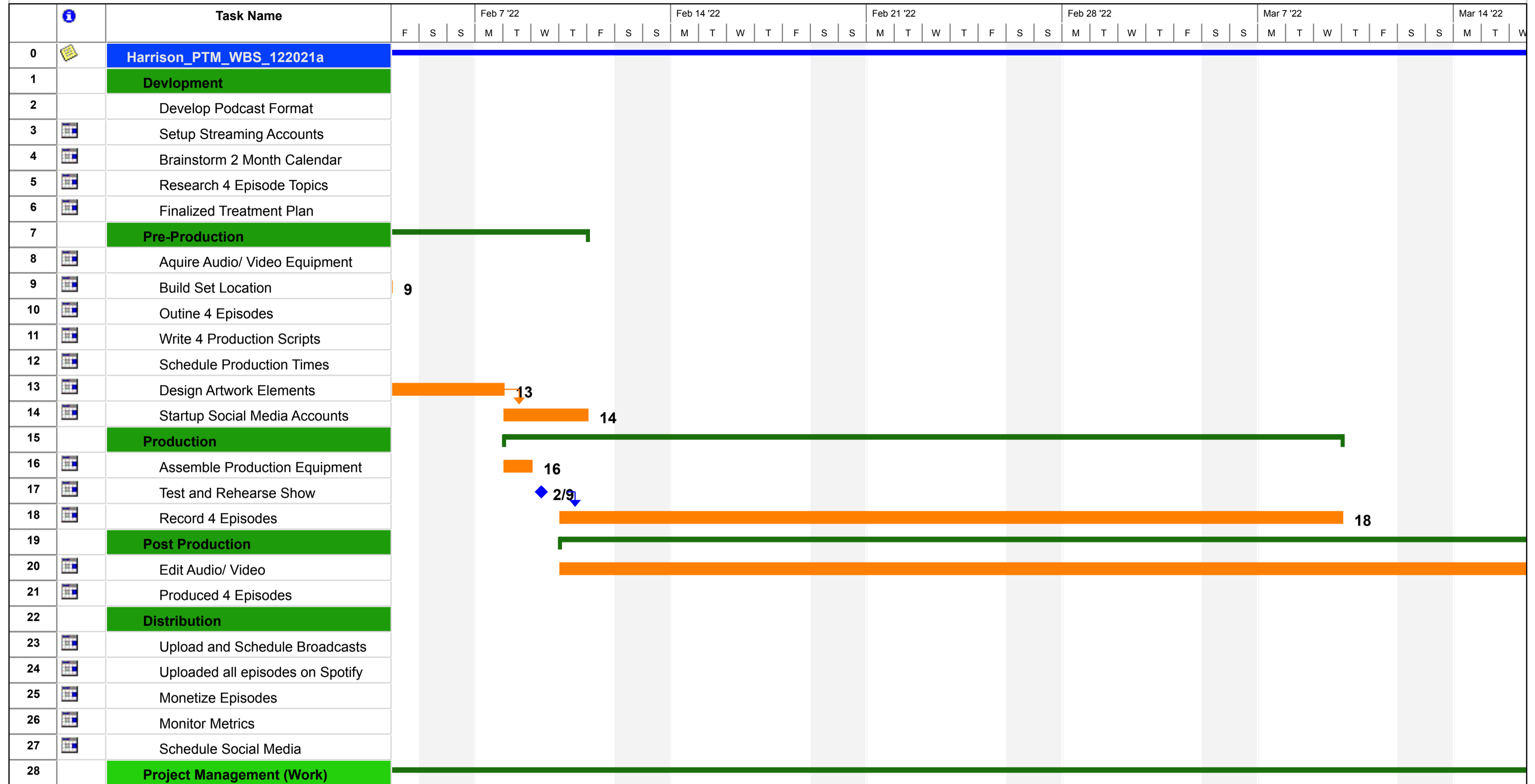
Self Mate Vodcast:WBS & Gantt Chart

ID	Task Name	Duration	Work	Start	Finish	Predecessors	% Complete	Jan 10 '22							Jan 17 '22							Jan 24 '22							Jan 31 '22						
								S	M	T	W	T	F	S	S	S	M	T	W	T	F	S	S	S	M	T	W	T	F	S	S	S	M	T	W
0	Harrison_PTM_WBS_122021a	90 days	0 hrs	1/10/22	5/13/22		0%																												
1	Development	9 days	0 hrs	1/10/22	1/21/22		0%																												
2	Develop Podcast Format	2 days	0 hrs	1/10/22	1/11/22		0%																												
3	Setup Streaming Accounts	1 day	0 hrs	1/13/22	1/13/22		0%																												
4	Brainstorm 2 Month Calendar	2 days	0 hrs	1/13/22	1/14/22		0%																												
5	Research 4 Episode Topics	4 days	0 hrs	1/17/22	1/20/22		0%																												
6	Finalized Treatment Plan	0 days	0 hrs	1/21/22	1/21/22		0%																												
7	Pre-Production	22 days	0 hrs	1/12/22	2/10/22		0%																												
8	Aquire Audio/ Video Equipment	14 days	0 hrs	1/12/22	1/31/22	2	0%																												
9	Build Set Location	3 days	0 hrs	2/1/22	2/3/22	8	0%																												
10	Outline 4 Episodes	2 days	0 hrs	1/24/22	1/25/22	6	0%																												
11	Write 4 Production Scripts	4 days	0 hrs	1/26/22	1/31/22	10	0%																												
12	Schedule Production Times	1 day	0 hrs	2/1/22	2/1/22		0%																												
13	Design Artwork Elements	4 days	0 hrs	2/2/22	2/7/22		0%																												
14	Startup Social Media Accounts	3 days	0 hrs	2/8/22	2/10/22	13	0%																												
15	Production	22 days	0 hrs	2/8/22	3/9/22		0%																												
16	Assemble Production Equipment	1 day	0 hrs	2/8/22	2/8/22		0%																												
17	Test and Rehearse Show	0 days	0 hrs	2/9/22	2/9/22		0%																												
18	Record 4 Episodes	20 days	0 hrs	2/10/22	3/9/22	17	0%																												
19	Post Production	26 days	0 hrs	2/10/22	3/18/22		0%																												
20	Edit Audio/ Video	25 days	0 hrs	2/10/22	3/16/22		0%																												
21	Produced 4 Episodes	0 days	0 hrs	3/18/22	3/18/22		0%																												
22	Distribution	40 days	0 hrs	3/21/22	5/13/22		0%																												
23	Upload and Schedule Broadcasts	1 day	0 hrs	3/21/22	3/21/22	21	0%																												
24	Uploaded all episodes on Spotify	0 days	0 hrs	3/21/22	3/21/22		0%																												
25	Monetize Episodes	1 day	0 hrs	3/22/22	3/22/22	23	0%																												
26	Monitor Metrics	40 days	0 hrs	3/21/22	5/13/22		0%																												
27	Schedule Social Media	5 days	0 hrs	3/21/22	3/25/22		0%																												
28	Project Management (Work)	90 days	0 hrs	1/10/22	5/13/22		0%																												

Devonna Harrison:PM
 Project: Harrison_PTM_WBS_122021a
 Date: 12/19/21

Task		Inactive Task		Manual Summary Rollup		External Milestone	
Split		Inactive Milestone		Manual Summary		Deadline	
Milestone		Inactive Summary		Start-only		Progress	
Summary		Manual Task		Finish-only		Manual Progress	
Project Summary		Duration-only		External Tasks			

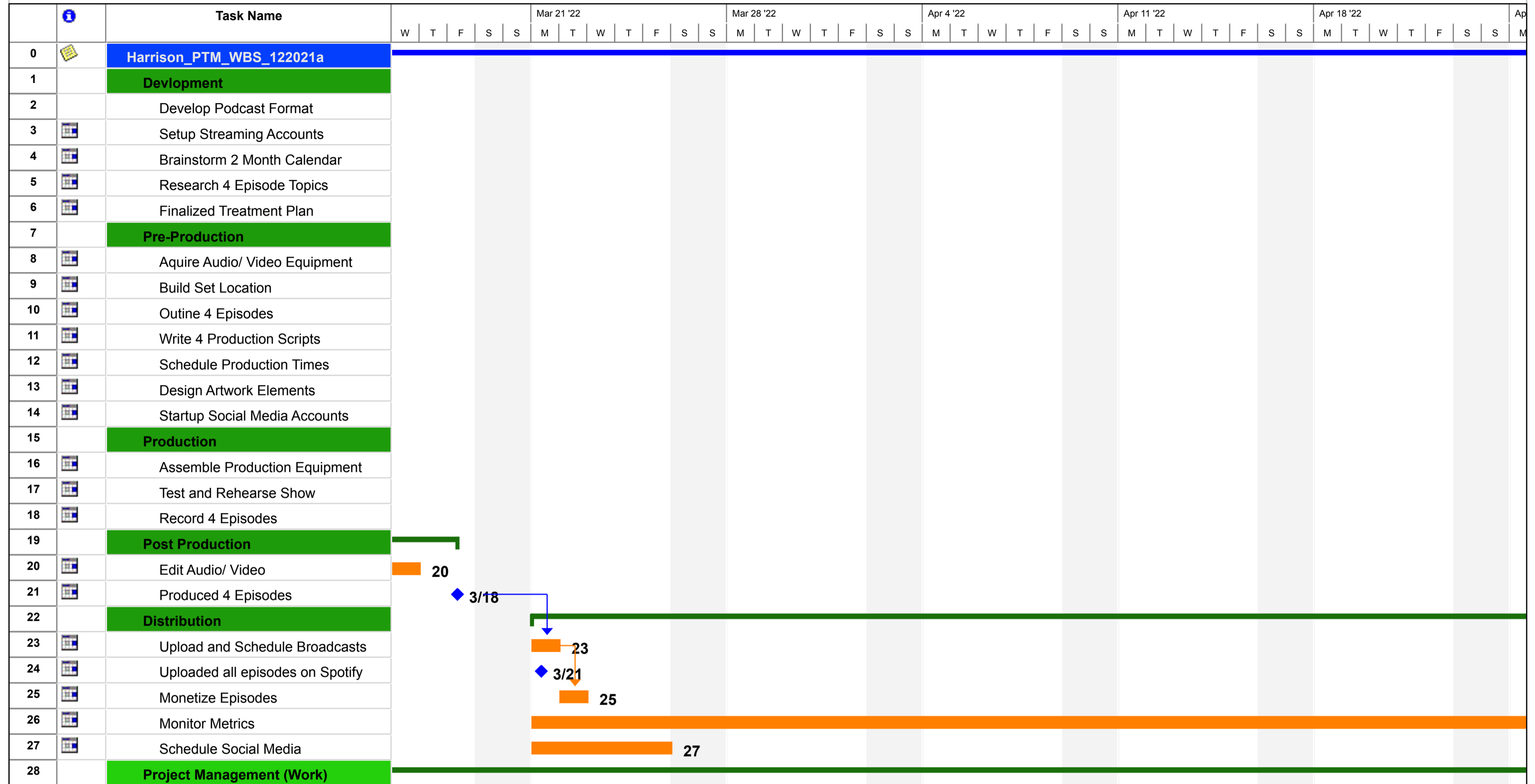
Self Mate Vodcast:WBS & Gantt Chart



Devonna Harrison:PM
 Project: Harrison_PTM_WBS_122021a
 Date: 12/19/21

Task		Inactive Task		Manual Summary Rollup		External Milestone	
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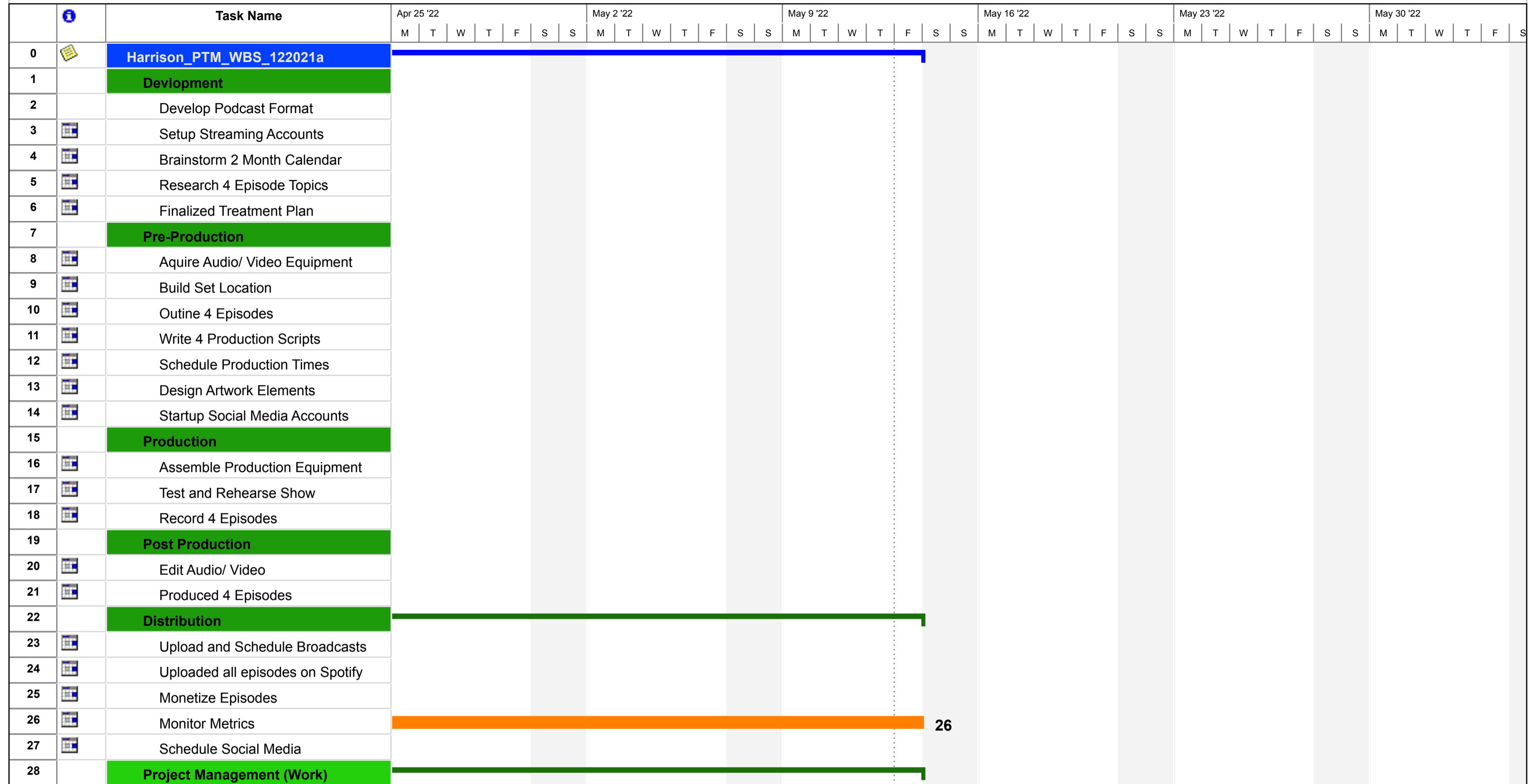
Self Mate Vodcast:WBS & Gantt Chart



Devonna Harrison:PM
 Project: Harrison_PTM_WBS_122021a
 Date: 12/19/21

Task		Inactive Task		Manual Summary Rollup		External Milestone	
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Self Mate Vodcast:WBS & Gantt Chart




Devonna Harrison:PM
 Project: Harrison_PTM_WBS_122021a
 Date: 12/19/21

Task		Inactive Task		Manual Summary Rollup		External Milestone	
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Milestone		Inactive Summary		Start-only		Progress	
Summary		Manual Task		Finish-only		Manual Progress	
Project Summary		Duration-only		External Tasks			

Self Mate Vodcast Risk Management Plan

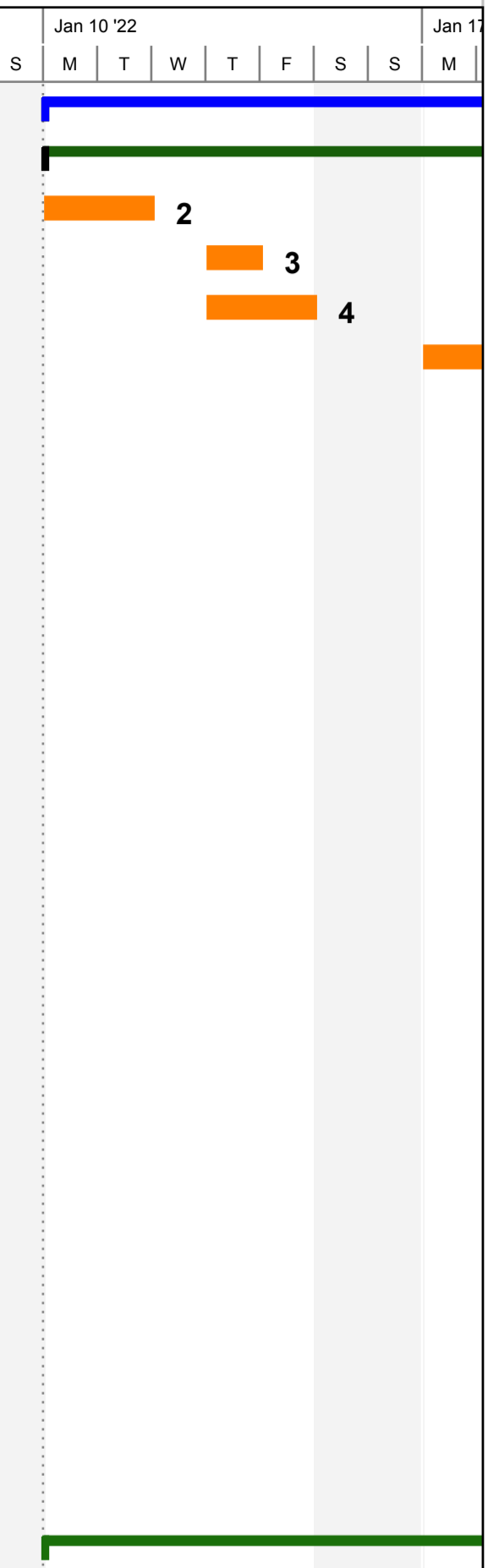
ID#	Risk 	Assigned To	Likelihood Select from dropdown	Severity Select from dropdown	Timeframe	Warning Sign
1	Copyright Infringement	Media Manager	Medium	Catastrophic	During All Phases	No research before airing show.
2	Streaming Server Shut Down	Adminstrator	Medium	Catastrophic	Distribution	Current news about company. Low wifi signal
3	Public Backlash	Devonna: PM	Low	Catastrophic	Monitor	Sensitive current events .
4	Poor Audience Connection	Writer	Medium	Critical	Production - Distribution	Low listener/viewer count.
5	Low Audience Engagemnet	Media Manager	High	Critical	Distribution	Low social media following/ engagemnet.
6	File Incompatibility	Audio/Video Editor	Medium	Critical	Prouduction	Last minute prep.
7	Equipment Failure/ Damage	Show Director	High	Critical	Production	Gear falls, haven't been used.
8	Loss of Sponsor	Adminstrator	Medium	Critical	During All Phases	Low communicaiton. Unment demands.
9	Misinformation	Host	Medium	Moderate	Pre-Production/Prodcution	Last minute changes/ additions to show.
10	Podcast Runs Overtime	Host	Medium	Minor	Production	Conversation not following script.

Self Mate Vodcast Risk Management Plan

Contingency Plan						
ID#	Risk 	Plan A <i>Prevention</i>	Plan B <i>Reduce Impact</i>	Plan C <i>Worst-Case Scenario</i>	Track & Report Risks & Remedies <i>Status & Dates</i>	
1	Copyright Infringement	Research music & artwork.	Remove infringement material.	Pull the episode.		
2	Streaming Server Shut Down	Updated on company status. Wifi hot spot .	Wait until server is availbale.	Find new streaming company.		
3	Public Backlash	Avoid sensitive subjects. Social climate awareness.	Create a PR plan.	Re-brand show.		
4	Poor Audience Connection	Research trending topics. Define audience.	Create a buzz around topics.	Re-write future shows.		
5	Low Audience Engagemnet	Make content calendar. Grow audience.	Build connection with current fan base.	Create new social media plan.		
6	File Incompatibility	Understand streaming platform requirements.	Change file type. Have correct software.	Re-do episode.		
7	Equipment Failure/ Damage	Prrofessionals handle equipment. Test gear.	Have back up gear available.	Reschedule recording.		
8	Loss of Sponsor	High communication. Honor contract.	Find solutions to complaints.	Find new sponors before contract ends.		
9	Misinformation	Host reads script/ outline ahead of show.	Immediately corect misinformation.	Apologize and retract statement.		
10	Podcast Runs Overtime	Have a timed outline. Show time markers.	Host uses end script to finish conversation.	Edit show in post to make shorter.		
						Template by Lester Frederick, 2017

Self Mate Vodcast:Budget

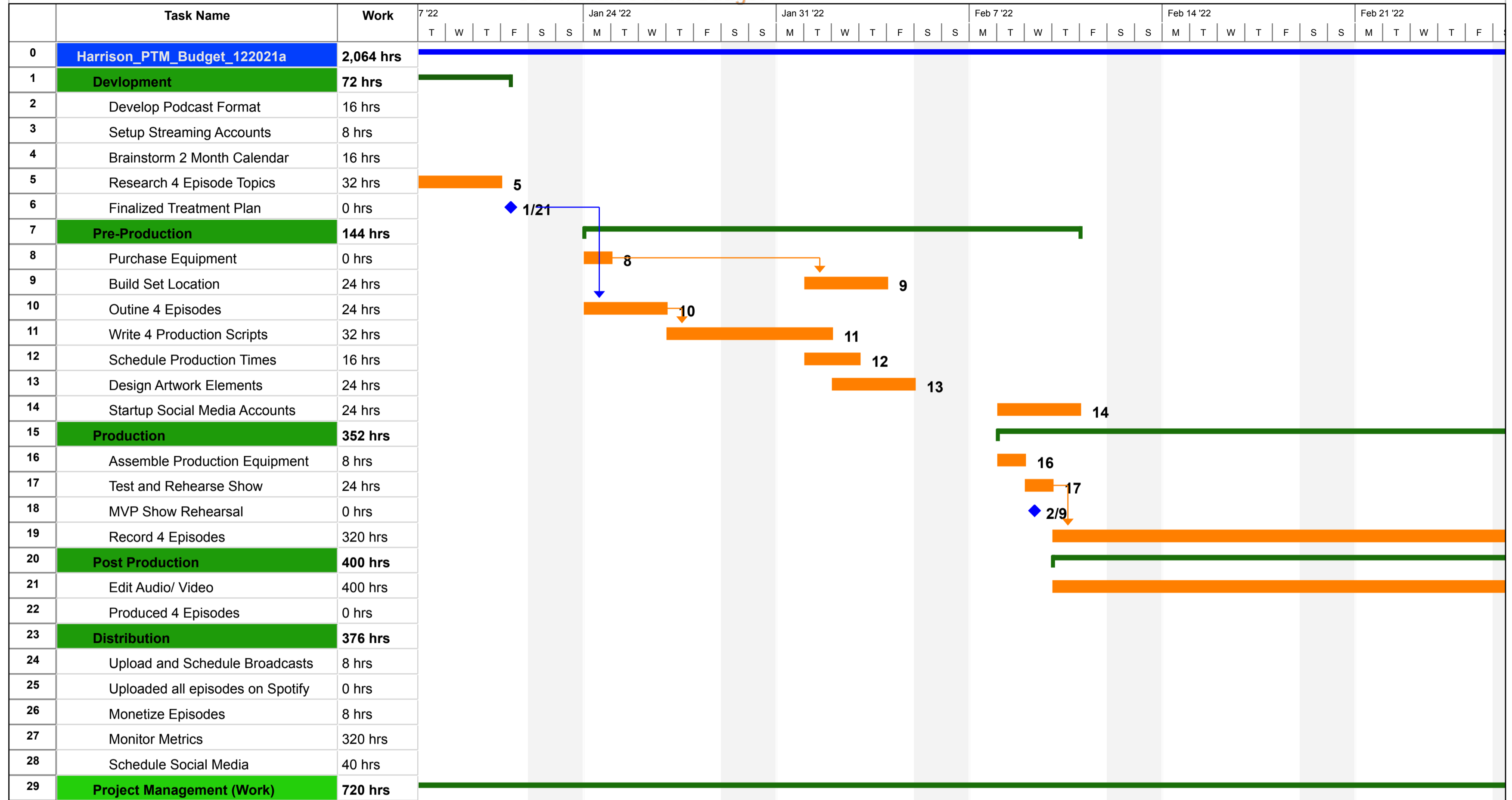
	Task Name	Work	Fixed Cost	Total Cost	% Complete	Actual Cost	Remaining	Baseline Cost	Resource Names	Jan 10 '22							Jan 11			
										S	M	T	W	T	F	S	S	M		
0	Harrison_PTM_Budget_122021a	2,064 hrs	\$0	\$10,052	0%	\$0	\$10,052	\$10,052												
1	Development	72 hrs	\$0	\$1,240	0%	\$0	\$1,240	\$1,240												
2	Develop Podcast Format	16 hrs	\$0	\$320	0%	\$0	\$320	\$320	Media Manager	2										
3	Setup Streaming Accounts	8 hrs	\$0	\$120	0%	\$0	\$120	\$120	Administrator	3										
4	Brainstorm 2 Month Calendar	16 hrs	\$0	\$320	0%	\$0	\$320	\$320	Media Manager	4										
5	Research 4 Episode Topics	32 hrs	\$0	\$480	0%	\$0	\$480	\$480	Writer											
6	Finalized Treatment Plan	0 hrs	\$0	\$0	0%	\$0	\$0	\$0												
7	Pre-Production	144 hrs	\$0	\$5,692	0%	\$0	\$5,692	\$5,692												
8	Purchase Equipment	0 hrs	\$3,100	\$3,100	0%	\$0	\$3,100	\$3,100	Camera and Audio Equipment											
9	Build Set Location	24 hrs	\$100	\$600	0%	\$0	\$600	\$600	Location Props[1],Director											
10	Outine 4 Episodes	24 hrs	\$0	\$360	0%	\$0	\$360	\$360	Writer											
11	Write 4 Production Scripts	32 hrs	\$0	\$480	0%	\$0	\$480	\$480	Writer											
12	Schedule Production Times	16 hrs	\$0	\$240	0%	\$0	\$240	\$240	Administrator											
13	Design Artwork Elements	24 hrs	\$0	\$432	0%	\$0	\$432	\$432	Graphic Designer											
14	Startup Social Media Accounts	24 hrs	\$0	\$480	0%	\$0	\$480	\$480	Media Manager											
15	Production	352 hrs	\$0	\$1,600	0%	\$0	\$1,600	\$1,600												
16	Assemble Production Equipment	8 hrs	\$100	\$100	0%	\$0	\$100	\$100	Director											
17	Test and Rehearse Show	24 hrs	\$300	\$300	0%	\$0	\$300	\$300	Audio Engineer,Director,Host,											
18	MVP Show Rehearsal	0 hrs	\$0	\$0	0%	\$0	\$0	\$0												
19	Record 4 Episodes	320 hrs	\$1,200	\$1,200	0%	\$0	\$1,200	\$1,200	Audio Engineer,Shure SM7B											
20	Post Production	400 hrs	\$0	\$600	0%	\$0	\$600	\$600												
21	Edit Audio/ Video	400 hrs	\$600	\$600	0%	\$0	\$600	\$600	Audio Engineer,Video Editor											
22	Produced 4 Episodes	0 hrs	\$0	\$0	0%	\$0	\$0	\$0												
23	Distribution	376 hrs	\$0	\$920	0%	\$0	\$920	\$920												
24	Upload and Schedule Broadcasts	8 hrs	\$0	\$160	0%	\$0	\$160	\$160	Media Manager											
25	Uploaded all episodes on Spotify	0 hrs	\$0	\$0	0%	\$0	\$0	\$0												
26	Monetize Episodes	8 hrs	\$0	\$160	0%	\$0	\$160	\$160	Media Manager											
27	Monitor Metrics	320 hrs	\$0	\$0	0%	\$0	\$0	\$0	Devonna H:PM											
28	Schedule Social Media	40 hrs	\$0	\$600	0%	\$0	\$600	\$600	Administrator											
29	Project Management (Work)	720 hrs	\$0	\$0	0%	\$0	\$0	\$0												



Devonna Harrison:PM
 Project: Harrison_PTM_Budget_122021a
 Date: 12/19/21

Task		Inactive Task		Manual Summary Rollup		External Milestone	
Split		Inactive Milestone		Manual Summary		Deadline	
Milestone		Inactive Summary		Start-only		Progress	
Summary		Manual Task		Finish-only		Manual Progress	
Project Summary		Duration-only		External Tasks			

Self Mate Vodcast: Budget



Devonna Harrison:PM
 Project: Harrison_PTM_Budget_122021a
 Date: 12/19/21

Task		Inactive Task		Manual Summary Rollup		External Milestone	
Split		Inactive Milestone		Manual Summary		Deadline	
Milestone		Inactive Summary		Start-only		Progress	
Summary		Manual Task		Finish-only		Manual Progress	
Project Summary		Duration-only		External Tasks			

Self Mate Vodcast: Budget

	Task Name	Work	Feb 28 '22							Mar 7 '22							Mar 14 '22							Mar 21 '22							Mar 28 '22							Apr 4 '22						
			S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F
0	Harrison_PTM_Budget_122021a	2,064 hrs	[Duration-only Summary Bar]																																									
1	Development	72 hrs	[Manual Task Summary Bar]																																									
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5	Research 4 Episode Topics	32 hrs																																										
6	Finalized Treatment Plan	0 hrs																																										
7	Pre-Production	144 hrs	[Manual Task Summary Bar]																																									
8	Purchase Equipment	0 hrs																																										
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29	Project Management (Work)	720 hrs	[Manual Task Summary Bar]																																									

Devonna Harrison:PM
 Project: Harrison_PTM_Budget_122021a
 Date: 12/19/21

Task		Inactive Task		Manual Summary Rollup		External Milestone	
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Milestone		Inactive Summary		Start-only		Progress	
Summary		Manual Task		Finish-only		Manual Progress	
Project Summary		Duration-only		External Tasks			

Self Mate Vodcast: Budget


	Task Name	Work	Apr 11 '22					Apr 18 '22					Apr 25 '22					May 2 '22					May 9 '22									
			W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T
0	Harrison_PTM_Budget_122021a	2,064 hrs																														
1	Development	72 hrs																														
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27


Devonna Harrison:PM
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Task		Inactive Task		Manual Summary Rollup		External Milestone	
Split		Inactive Milestone		Manual Summary		Deadline	
Milestone		Inactive Summary		Start-only		Progress	
Summary		Manual Task		Finish-only		Manual Progress	
Project Summary		Duration-only		External Tasks			

Self Mate Vodcast Team Performance Improvement Plan (TPIP)

Teammates 	Position	Skills & Knowledge	Motivated By	DiSC	MBTI	Conflict Resolution Style	Communication Preference
Devonna Harrison	PM	Production/ Design	Quality Project	ISDC	ENFP	Collaborating Owl	Face-to-face/ Phone Call
Dana German	Co-Host	Behavior Analyst, Excel	Elevating peoples ideas	ISDC	ISTJ	Avoiding-Turtle	Text/Face-to-face
Dan Lunstrum	Audio Engineer	Film/ Video/ Directing	Creative Projects	CSID	INTP	Compromising-Fox	Text/Emal
Alexxa	Media Manager	Marketing/ Sociala Media	Being ahead of schedule	SIDC	ISFJ	Collaborating Owl	Face-to-face/Email

Self Mate Vodcast Team Performance Improvement Plan (TPIP)

Teammates 	Perceived Strengths	Possible Weaknesses	Time Management	Promote & Measure Performance Improvement With Leadership Styles	Teammate's Work Quality & Timely Performance	Track & Report Performance (Planned vs. % Complete)
Devonna Harrison	Creative/ Team building	Indecisive	Procrastinates	Authoritative (Visionary)	5. Outstanding! 😊	
Dana German	Organization	Lack of sleep	Time Oriented	Democratic	4. Above Average 😊	
Dan Lunstrum	Creative/ Dedicated	Perfectionist	Sticks to schedule	Affiliative	4. Above Average 😊	
Alexxa	Taking Initiative	Introverted	Plan/Work ahead	Affiliative	5. Outstanding! 😊	

Self Mate Vodcast Quality Management Plan (QMP)

A. Definition of Quality: Quality consists of a process, product, and/or service that is comparable to the relevant industry's standard best/better practices; it fulfills the quality requirements, and it's fit for the customer's valuable use								
B. Project Type: Visual Podcast		C. Key Stakeholder(s): Sponsors		D. Foundational QM Model: PDCA		E. PM Methodology: Fusion Method (Agile & Waterfall)		F. Date Last Updated: 12/18/21
Analyzing & Pre-planning		Quality Planning (QA & QC Objectives)			Executing, Tracking, and Measuring		Reporting & Deciding	
ID#	1. Team Member Name(s), Role(s) & Responsibilities	2. Quality Starting Status. Start & Finish Dates.	3. Specific	4. Measurable	5. Achievable	6. Relevant	7. Timed	8. Actual Results for Reporting & Continuous Quality Improvement
	Brainstorming		Baseline			Set Quality		Manage QA & QC Activities
1	A. Devonna Harrison B. PM and Quality Manager (QM). C. Devonna is the PM/QM, is responsible for the planning of 4 thoroughly researched, quality podcasts episodes.	A. Unknown because it's a new service. B. 1/10/2022-5/13/2022	PM must effectively manage the Cost/ Scope/ Time Variances for the four milestones in the project plan within the full scope project.	PM will select 3 priorities of cost scope and time in the development stage and monitor the progression weekly so that the variances stay balanced and in range. (Aston, 2021)	Business or Project Goal: As a result of balancing the Cost/Scope/ Time Variance, <u>we aim to avoid scope creep</u> and have an on time and on budget by the distribution phase	QA Tool & Technique: Benchmark for managing the cost/scope/time variances QC Tool & Technique: Checklist/ Observation to keep track of the project milestones and avoid scope creep (URGUS, 2020) Frequency: Weekly	Reporting Type: Spreadsheet via Face-to-Face Meetings. Frequency: Weekly Phase(s): Development to Distribution.	
2	A. Daniel Lunstrum B. Audio Technician C. Responsible for producing clear quality audio according to industry standards during the test show	A. 0% because it's a new service. B. 2/9/2022- 3/9/2022	Audio technician must produce a 95%+ Aesthetic Metric Approval Rate for audio during each test show.	Audio technician will produce quality sound by ensuring the EQ and compression of audio is level 100% of the recording time. (Rode Staff, 2020)	Business or Project Goal: Business or Project Goal: As a result of achieving the Aesthetic Metric approval rate, we aim to have broadcast quality during test episodes.	QA Tool & Technique: Performance review of audio quality to ensure audio range within industry standard QC Tool & Technique: Observation to make sure the audio is quality Frequency: Every recording	Reporting Type: Face-to face production Frequency: Every episode recording Phase(s): Pre-production to production	
3	A. Alexxa Berrios Jorge B. Media Manager/Quality Researcher C. Responsible for monitoring the audience engaged during distribution.	A. 0% because it's a new service. B. 3/21/2022 - 5/13/2022	Media manager must monitor the distribution of four produced episodes for the number of unique downloads.	Since podcast files are 100% downloaded onto the listener's device, (Land, 2021) the Media Manager will set a goal of 80% unique downloads biweekly.	Business or Project Goal: As a result of setting a goal to monitor and increase unique download rates, we aim to improve engagement and increase audience numbers.	QA Tool & Technique: Gather information to monitor the response of the audience QC Tool & Technique: Data Analysis to inspect podcast platform analytics Frequency: Biweekly	Reporting Type: Bar Chart during Face-to-Face Meetings Frequency: Biweekly Phase(s): Distribution	
Hybrid Quality Management Plan (HQMP)								Template created by: Lester Frederick, 2020

Team Project Agreement (TPA)

Team Name: Production Team

Project Name: Self Mate Vodcast

Team Member's Contact Information

Member's Name	Personal and Alternative Emails	Social Media, Discord, Trello, Skype	Phone Number(s)
Devonna Harrison	dgharrison1@student.fullsail.edu		215-694-7972

Communication and Accountability

Member's Name	Best Available Days & Times (Be specific)	State or Country & Time Zone

Conflict Resolution

Possible (Future) Conflicts	What are the specific steps to resolve the problem?
(e.g.) Teammate not responding	(e.g.) Contact teammate multiple times via multiple platforms--email, phone, Twitter, Facebook, Google Hangouts,

If true, sign or initial that you helped with and agree with this TPA. (e.g. L.F., R. S., B.N., F.S., D.C.)

I helped my team with this Team Project Agreement (TPA) and I agree with it _____

I will do my best to abide by this TPA and the Work Breakdown Structure for this project _____

Meeting Management Basics

Agenda _____

Frequency, date, time, location _____

Attendees--facilitator, note-taker, etc. _____

Delegated or volunteered action items _____

Minutes: _____

Self Mate Vodcast Resources



Week 1 References	Week 1 (in-text) Citations
Manning-Schaffel, V. (2018, October 1). <i>Why do we need personality tests to tell us who we are?</i> NBCNews.com .	Project Description: People remain a mystery to themselves as well as others and they like confirmation of their qualities, particularly strength. (Manning-Schaffel, 2018)
Team, P. (2021, October 19). <i>Benefits of a podcast for your business</i> . Podcastle Blog.	Value Proposition(s): Clients/ sponsors will receive the benefit of developing client engagement and brand awareness through the podcast (Podcastle, 2021).
Hacker, P. (2021, September 22). <i>Podcast - personality type and personal growth: Personality hacker</i> . Personality Type and Personal Growth Personality Hacker.	Model Project (Scope): Personality Hackers Podcast (Personality Hacker, 2021).
Turner, N., & Shaw, L. (2021). Spotify Undercuts Apple With New Ways for Podcasts to Make Money. bloomberg.Com , N.PAG.	Success Criteria: Monetization- platforms such as Spotify and YouTube offer metires in ad revenue and serves as an open-access platform that lets podcast find advertisers for their shows (Turner & Shaw 2021)

Week 2 References	Week 2 (in-text) Citations
Quick Start Podcast Team. (2020, October 29). <i>How to plan podcast season : Best length and frequency</i> . Quick Start Podcast.	Distribution Duration: An article by Quick Start Podcast Team (2020) states that developing a monthly plan for podcast shows will generally have 4 episodes per month.
Tuell, A. (2021). Podcast Pointers: What You Need to Know to Launch Your Own. <i>Public Relations Strategies & Tactics</i> , 4(9), 13–1.	Task: When planning for a podcast it is important to first determine its format and to think long term when deciding to publish episodes (Tuell, 2021).
Verzuh, E. & Frederick, L (2021). <i>Managing Creative Projects</i> . In Verzuh, E. (2021). <i>The fast forward MBA in project management</i> . John Wiley & Sons.	Resource (Work) Production Editor: In the post production phase technical specialists are the ones who cut scenes and turn raw footage into a finished product (Verzuh, 2021).
Werner, S. R. (2017, January 1). <i>A step-by-step walkthrough of my podcast process</i> . Forbes.	Resource (Equipment) Audio Gear: After the planning stage it is important to have the appropriate audio equipment and software setup (Werner, 2016).

Self Mate Vodcast Resources

Week 3 References	Week 3 (in-text) Citations
PodCast Engineer,s Staff. (2021, November 9). <i>Why is it important to understand your audience before starting your podcast.</i> Podcast Engineers.	Risk Management (Risk): If your podcast is having low numbers and not taking off the way you planned, you should take some time to define and understand your target audience. (Podcast Engineers, 2021)
Wirtschafter, V. (2021). <i>The challenge of detecting misinformation in podcasting.</i> Brookings.	Risk Management (Severity or Warning Sign): Podcasters have recently began to recieve scrutiny for misinformation (Wirtschafter, 2021). Examples, such as Joe Rogan’s intense criticism for his vaccination commentary, illustrates just how critical this sitation is.
Discover Pods Staff. (2021). <i>How to audio drama 202: Creating your audio drama's budget discover the best podcasts:</i> Discover pods.	Budget (Work/Human Resource Cost): According to an article by the staff at Discover pods (2021) the cost to hire an audio engineer varies, but and acceptable rate starts at \$100 per 30 minute episode.
Verzuh, E. & Frederick, L (2021). <i>Managing Creative Projects.</i> In Verzuh, E. (2021). <i>The fast forward MBA in project management.</i> John Wiley & Sons.	Budget (Material or Equipment Resource Cost): I created the estimating equipment cost, as stated by Verzuh (2021), by adding up the audio and video equipment will be purchased.

Week 4 References	Week 4 (in-text) Citations
Truity, Staff . (n.d.). <i>The best careers for ISFJ personality types.</i> Truity.	MBTI Position Fit: The Media Manager’s personaity of ISFJ means that they enjoy work that requires careful attention to detail and are efficient and structured in completing tasks (Truity, n.d.)
USIP, Staff. (2017, April 17). <i>Conflict styles assessment.</i> United States Institute of Peace.	Conflict Resolution Style: Problem solvers or the collaborating owl tend together with others well to build mutual understanding (USIP, 2017)
Verzuh, E. & Frederick, L (2021). <i>Managing Creative Projects.</i> In Verzuh, E. (2021). <i>The fast forward MBA in project management.</i> John Wiley & Sons.	Quality Standard/Best Practice/Research Result: Audio technician will produce quality sound by ensuring the EQ and compression of audio is level 100% of the recording time. (Rode Staff, 2020)
Verzuh, E. & Frederick, L (2021). <i>Managing Creative Projects.</i> In Verzuh, E. (2021). <i>The fast forward MBA in project management.</i> John Wiley & Sons.	Quality Standard/Best Practice or Metric Rationale or Tool & Technique Rationale: Checklist/ Observation to document work procedures can have tremendous impact and turning over documentation will be useful to the process performance metrics.

(Source: Adobe stock)

Appendix A WBS Phases

SELF MATE VODCAST
TIMELINE (WBS)

90 DAYS

DEVELOP

1/10/22

PRE-
PRODUCTION

1/24/22

PRODUCTION

2/8/22

POST-
PRODUCTION

2/10/22

DISTRIBUTION

3/21/22

Appendix B

Project Methodology

S E L F M A T E V O D C A S T
P M M E T H O D O L O G Y

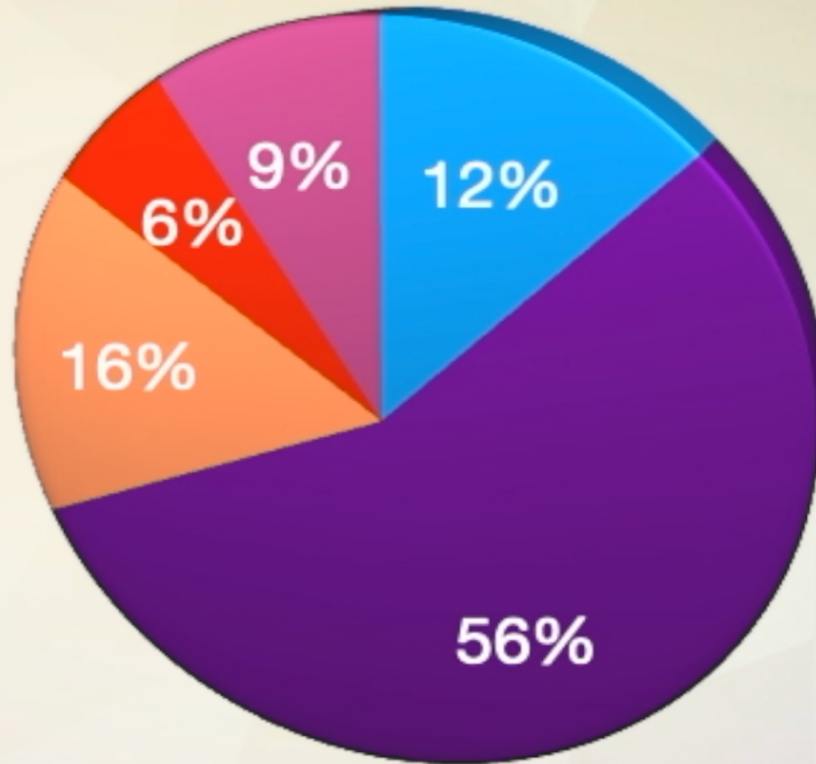
Fusion Method



Appendix C Budget

SELF MATE VODCAST BUDGET

\$10,000



- Development
- Pre-Production
- Production
- Post-Production
- Distribution

Appendix D

C.H.E.C.K. Motto

WE'RE HERE TO HELP
KEEP YOU IN C.H.E.C.K.

CONFIDENT

HONEST

EXCITED

CONNECTED

KNOWLEDGEABLE



THANK YOU!

DEVONNA HARRISON
DEVONNA.G.HARRISON@GMAIL.COM
IG @VONNIEGABRIELLE

Self Mate Vodcast

Project Management (PM) Plan



Keep You in C.H.E.C.K!

Thanks for your time and consideration!

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