

B@S
videochallenge

Setting up project organization and teamwork

Tip

Use apps and software for project organization, such as [Trello](#) or [Miro](#)

Project organization means **defining steps and goals for a plan** in order to carry it out successfully. It helps you to stay organized, make the best use of your time, and work together effectively.

Note: If not otherwise noted, content generated using AI

Further links

- 1
- 2
- 3

OH...

START

Understand the task: What needs to be done (performing research, writing a script, filming, editing, etc.)?

Define project goals: What do we want to achieve with our project ("make an informative, entertaining video")?



WOW

Get to know the team: Who are the members of the team, and what are their individual strengths?

Distribute roles: Make assignments based on team members' strengths and interests (e.g., team spokesperson, script author, cameraperson)

Communication: How do your team members want to stay in touch and keep each other updated?

Set milestones: Set important deadlines (e.g., by when to get permission to film, wrap up filming, and finish editing), including buffer time



LIKE!

Define steps toward the goal: All team members work on their respective assignments.

Monitor progress: The team spokesperson keeps an eye on the schedule and deadlines.

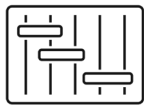
Prepare for challenges: What will you do if things don't go according to plan? Find solutions together with the team!



Do a dress rehearsal with an audience (such as your class, friends, or family): How will the video be made? Are there any suggestions for improvement?

Submit your video: The deadline for submissions is October 1.

Reflect: What went well? What could have gone better, and what did you learn?



B@S
videochallenge

Company selected:

Team spokesperson:

Role:

YEAH!

Now
it's your
turn

Tip

Use apps and software for project organization, such as [Trello](#) or [Miro](#)

Team member:

Team member:

Team member:

Team member:

Team member:

Role:

Role:

Role:

Role:

Role:

Assignment	Who's responsible?	Must be done by ... at the <u>latest</u>	Completed on ...
Sign up on the videochallenge website Team spokesperson invites all team members and any involved teachers. Check: Has everyone filled out a consent form?			
Select a company and research it Were different sources used? Have questions been formulated for the Q&A with the company?			
Write a script Which format will be used (informational video, illustrations, presentation, etc.)? Have all four questions been answered?			
Make video How do we want to make the video (with a camera, smartphone, etc.)? Has a filming location with good light and sounds been found?			
Edit video Which video editing program will be used? Is the video four minutes long maximum?			
Perform final checks Have all sources been provided and copyrights observed? What do your friends and family have to say about your video? Do they have any suggestions for improvement?			
Upload video to the videochallenge website		October 1	

