Creative MEDIA

Ormiston Victory Academy

Work Plans

Activity

Timescale

Task

Workflow

Duration

Deadlines

Milestones

Contingency

Milestone

Workflow

Intellectual Property
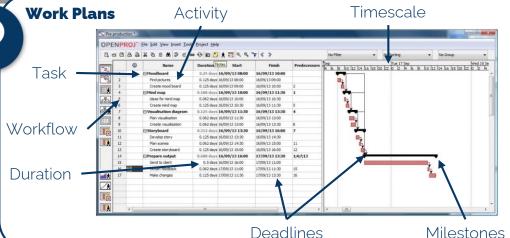
Lossy

Lossless

Workflow:
The order in which tasks will be carried out. This helps plan the project and makes it more efficient.

Milestones:
Key points in a project. These markers measure progress against specific dates and make sure it is completed on time.

Contingencies:
'what if' scenarios, back up plans such as extra time or alternative ways of doing things.

Intellectual Property – any work created using the mind such as artistic works or designs. These are covered by…

Copyright

Creative Commons

Trademark

Registered Trademark

When using copyrighted/trademarked material you need to:

© contact the owner to ask for permission

© ensure copyrighted/trademarked material is clearly marked, e.g. 'Copyright' and © /Year and name of author or ™.

Failure to follow to these rules could result in…
- Being sued and going to court
- Paying a fine
- Having a media product withdrawn

Image File Formats...

JPEG
- Commonly used file type.
- Can be compressed to reduce file sizes.
- Quality is affected though.

GIF
- Poor quality - restricted to 256 colours.
- For web use.
- Does support small animations/videos.

TIFF
- Mainly used for printing.
- Uncompressed so large file sizes.
- Quality is excellent.

PNG
- Designed for displaying web graphics.
- Large file sizes for high resolutions.
- Supports transparency.

Lossy = compression discards information - small file sizes but low quality
Lossless = No discarding in compression - higher quality but larger file sizes