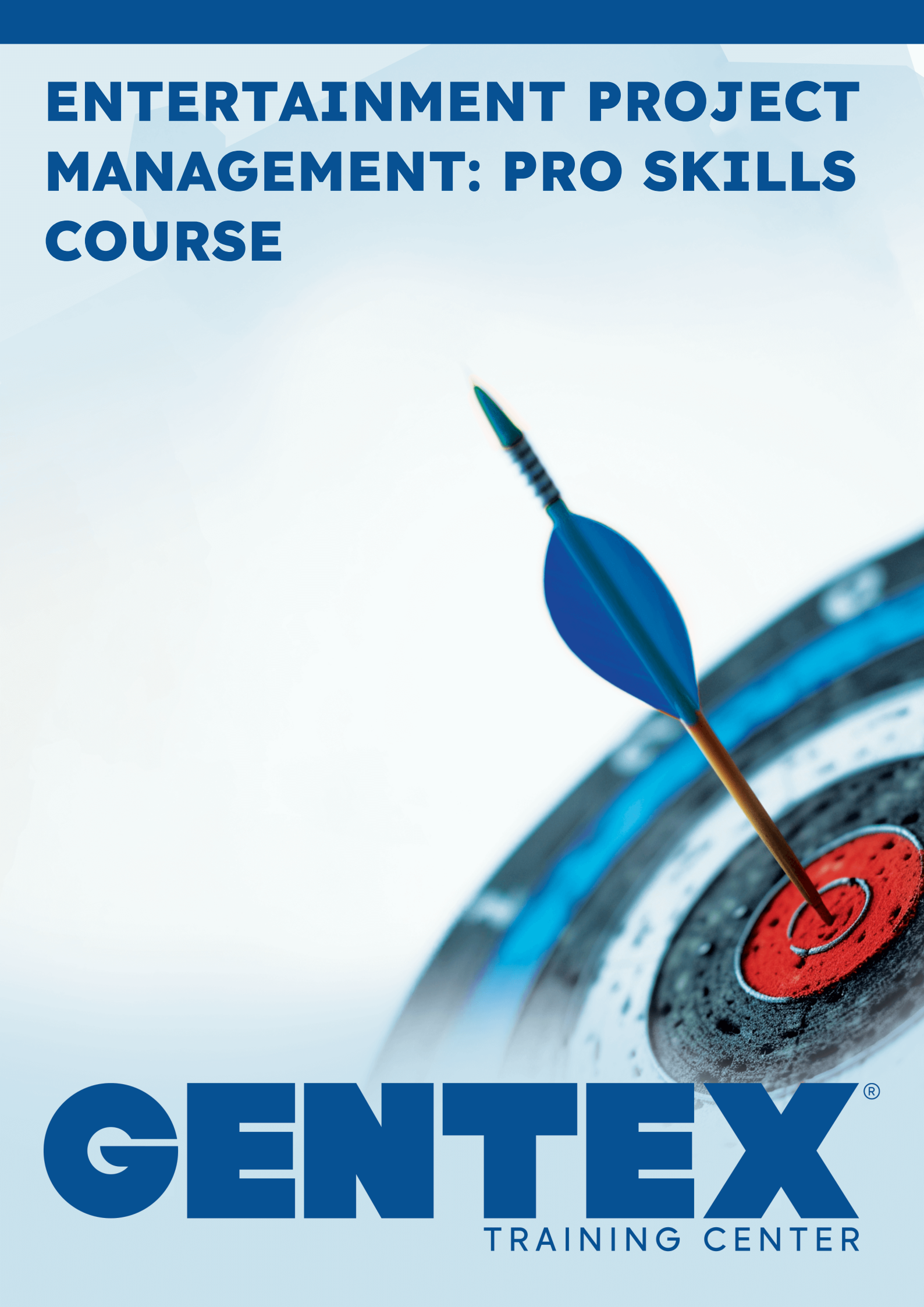
ENTERTAINMENT PROJECT MANAGEMENT: PRO SKILLS COURSE



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TRAINING CENTER

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Introduction

Entertainment Project Management: Pro Skills examines how producers and production managers deliver shows, events, and content under fixed dates, creative change, and tight budgets. This Training Course covers production lifecycles, creative stakeholder management, budget control, and risk on live and recorded work. Participants study the PMBOK Guide performance domains, the Agile Manifesto and Kanban for creative iteration, script breakdown and production scheduling, call sheets and stripboard scheduling, budget topsheets and cost reporting, the critical path method for load-in and load-out, the risk register with event safety and licensing requirements, permits and health and safety regulation, vendor and crew contracting, rights clearance and intellectual property basics, and post-production deliverable tracking. Furthermore, the programme connects production discipline to creative outcomes through breakdown labs, scheduling workshops, and live production simulations.

Entertainment Project Management: Pro Skills Course Objectives

- Define entertainment project management across live and recorded production.
- Apply the PMBOK Guide performance domains to production work.
- Apply Agile and Kanban practice to creative iteration.
- Break down scripts, briefs, and technical riders into tasks.
- Build production schedules with stripboard and critical path logic.
- Control production budgets with topsheets and cost reporting.
- Apply event safety, licensing, and permit requirements.
- Manage vendors, crew, and talent contracts effectively.
- Handle rights clearance, IP, and content compliance basics.
- Track deliverables and close productions with lessons learned.

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Course Methodology

- Interactive workshops using real production files and schedules.
- Script and technical breakdown labs.
- Stripboard and critical path scheduling exercises.
- Budget topsheet and cost reporting workshops.
- Live production and risk simulation exercises.

Who Should Take This Course

- Production managers and line producers.
- Event and show producers.
- Content and media project coordinators.
- Technical directors and stage managers.
- Location and unit managers.
- Talent, vendor, and crew coordinators.
- Creative team leaders managing delivery.

Entertainment Project Management: Pro Skills Course Outlines

Day 1: Entertainment Production Foundations

- Live, recorded, and hybrid production characteristics.
- PMBOK Guide performance domains applied to production.
- The production lifecycle: development to delivery and wrap.
- Creative stakeholder map: producers, directors, clients, talent.

- Common failures: late creative change, no contingency, weak wrap disciplines.
- Building the production framework pack.

Day 2: Breakdown, Requirements, and Creative Iteration

- Script, brief, and technical rider breakdown techniques.
- Requirements capture from creative and technical briefs.
- Agile and Kanban for iterative creative work.
- Iteration cycles, feedback loops, and approval gates.
- Managing change requests from creative stakeholders.
- Scope control without stifling creative ambition.
- Building the breakdown and iteration pack.

Day 3: Production Scheduling and Resource Planning

- Stripboard scheduling and shooting day planning.
- Call sheets, unit logistics, and travel arrangements.
- Critical path method for load-in, rehearsal, and load-out.
- Crew and vendor resource planning and availability.
- Venue, location, and equipment booking constraints.
- Contingency days and weather/venue risk buffers.
- Building the production schedule pack.

Day 4: Budget, Procurement, and Commercial Control

- Budget topsheets, cost categories, and contingency lines.
- Cost reporting, cost-to-complete, and variance tracking.

- Vendor and crew contracting and rate negotiation basics.
- Rights clearance, licences, and intellectual property basics.
- Insurance, bonds, and completion guarantee concepts.
- Payment schedules and cash flow across production.
- Building the budget and commercial pack.

Day 5: Risk, Safety, Delivery, and Wrap

- Risk registers for production and live events.
- Event safety, licensing, and permit requirements.
- Health and safety planning and crowd management basics.
- Deliverable tracking across post-production and handover.
- Production wrap, asset return, and reconciliation.
- Preventing gaming: budget concealment and schedule distortion.
- Personal action plan and continuous improvement.

Conclusion

By successfully completing Entertainment Project Management: Pro Skills, participants will have acquired a practical command of production breakdown, scheduling, budget control, procurement, risk and safety management, and delivery tracking. They will know how to break a script or brief into schedulable tasks, protect the date through critical path discipline, and control a production budget with defensible cost reporting. In addition, the course prepares delegates to manage creative change without losing scope control or undermining the creative outcome. As a result, they return to work ready to run entertainment productions on time and on budget. Gentex Training Center delivers this Training Course with a practical, standards-based approach.

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FAQs for the Entertainment Project Management: Pro Skills course

Q1 What is the "Entertainment Project Management: Pro Skills" course about?

It is a five-day programme on delivering shows, events, and content under fixed dates, creative change, and tight budgets. It covers production breakdown, stripboard scheduling, budget topsheets and cost reporting, critical path planning for load-in and load-out, event safety and licensing, vendor and crew contracting, rights clearance, and deliverable tracking.

Q2 What are the key benefits of the "Entertainment Project Management: Pro Skills" course?

Participants gain the ability to break a script or brief into schedulable tasks, protect the date through critical path discipline, and control a production budget with defensible cost reporting. They also learn to manage creative change without losing scope control or undermining the creative outcome.

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Q3 What skills will I gain from the "Entertainment Project Management: Pro Skills" course?

Production foundations with PMBOK performance domain application, live, recorded and hybrid production distinction, and creative stakeholder mapping, breakdown and iteration work with script, brief and technical rider breakdown, requirements capture, Agile and Kanban application, iteration and feedback loop design, approval gate design, and change request management, scheduling work with stripboard scheduling, call sheet preparation, critical path analysis for load-in and load-out, crew and vendor planning, venue and location constraint assessment, and contingency day design, and budget, risk and delivery work with budget topsheet construction, cost reporting and cost-to-complete tracking, variance analysis, vendor and crew contracting, rate negotiation, rights clearance, IP basics, insurance and bonding concepts, payment schedule design, risk register construction, event safety and licensing application, health and safety planning, crowd management basics, deliverable tracking, production wrap and reconciliation, and anti-gaming practice.

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Q4 What tools, methods, or standards are covered in the "Entertainment Project Management: Pro Skills" course?

The course covers live, recorded and hybrid production characteristics, PMBOK Guide performance domains applied to production, the production lifecycle from development to delivery and wrap, the creative stakeholder map across producers, directors, clients and talent, common failures across late creative change, no contingency and weak wrap disciplines, script, brief and technical rider breakdown techniques, requirements capture from creative and technical briefs, Agile and Kanban for iterative creative work, iteration cycles, feedback loops and approval gates, managing change requests from creative stakeholders, scope control without stifling creative ambition, stripboard scheduling and shooting day planning, call sheets, unit logistics and travel arrangements, critical path method for load-in, rehearsal and load-out, crew and vendor resource planning and availability, venue, location and equipment booking constraints, contingency days and weather and venue risk buffers, budget topsheets, cost categories and contingency lines, cost reporting, cost-to-complete and variance tracking, vendor and crew contracting and rate negotiation basics, rights clearance, licences and intellectual property basics, insurance, bonds and completion guarantee concepts, payment schedules and cash flow across production, risk registers for production and live events, event safety, licensing and permit requirements, health and safety planning and crowd management basics, deliverable tracking across post-production and handover, production wrap, asset return and reconciliation, and preventing gaming across budget concealment and schedule distortion.

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Q5 How is the "Entertainment Project Management: Pro Skills" course applied in real-world practice?

Delegates apply it through production frameworks, creative stakeholder maps, script breakdowns, technical rider analyses, requirements registers, Kanban boards, iteration plans, feedback logs, approval gate records, change request forms, change logs, scope statements, stripboards, shooting day plans, call sheets, unit logistics plans, travel schedules, critical path analyses for load-in and load-out, crew availability sheets, vendor booking registers, venue and location agreements, equipment booking records, contingency day plans, weather risk buffers, budget topsheets, cost category schedules, contingency line records, cost reports, cost-to-complete forecasts, variance reports, vendor contracts, crew agreements, rate negotiation records, rights clearance records, licence applications, IP release forms, insurance certificates, completion bond records, payment schedules, cash flow forecasts, risk registers, risk response plans, event safety plans, licensing documents, permit applications, health and safety plans, crowd management plans, deliverable trackers, post-production schedules, handover records, wrap reports, asset return logs, reconciliation statements, anti-gaming checklists, and production improvement plans. They also use them to chair production meetings and to report delivery status to producers, clients, and commissioners.