

# Multimedia Planning Checklist

## **Planning: before the technology**

### **Interactions**

Group name: \_\_\_\_\_

Group members: \_\_\_\_\_

### **Situation**

Who is the audience? Who will be the main users of this presentation?

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### **Project due date**

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### **Tasks**

The topic for this project is \_\_\_\_\_

The topic will include the following information:

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**Project goal**

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**Divide up the tasks**

Task 1 \_\_\_\_\_

Responsible person(s) \_\_\_\_\_

Task 2 \_\_\_\_\_

Responsible person(s) \_\_\_\_\_

Task 3 \_\_\_\_\_

Responsible person(s) \_\_\_\_\_

Task 4 \_\_\_\_\_

Responsible person(s) \_\_\_\_\_

**Production tools**

What technology will be used to create the presentation?

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**Presentation tools**

What technology will be used to deliver the presentation?

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## **My storyboard**

Use this sheet to plan your multimedia presentation. In each box, sketch what you want your page to look like. Then, write any information about the page below it: for example, what movies or sounds you will be using on the page.

### **Page 1**

Information:

### **Page 2**

Information:

**Page 3**

Information:

**Page 4**

Information: