

## Budgeting and Scheduling

May 21-25th, 2018 Belgrade

### TRAINING AGENDA

Course tutor: Brian Donovan

<b>Day 1 – Monday, 21.05.2018. SCHEDULING</b>	
9:30 – 10:00	Introduction of the course
10:00 – 11:30	Introductions and overview: <ul style="list-style-type: none"> <li>• Who is the schedule for?</li> <li>• Why Movie Magic?</li> </ul>
11:30 – 11:45	Comfort/Coffee break
11:45 – 13:00	Overview of basics: <ul style="list-style-type: none"> <li>• Analysis of script</li> <li>• Amending script 'errors'</li> <li>• Necessary assumptions [Story Days, Locations]               <ul style="list-style-type: none"> <li>○ Data inputting – practical exercise</li> </ul> </li> <li>• Element linking</li> </ul>
13:00 – 14:00	Lunch break (could be shortened to 45min)
14:00 – 15:30	Organizing our data: <ul style="list-style-type: none"> <li>• Applying ID numbers</li> <li>• The Story Order version of the schedule</li> <li>• Sorting strips / sheets for our First Draft</li> <li>• Estimating the length of shooting days for our first draft</li> <li>• Setting up our Calendar</li> </ul>
15:30 – 15:45	Comfort/Coffee break

15:45 – 17:00	<ul style="list-style-type: none"> <li>• Organizing strips manually</li> <li>• Saving schedule options – Spring or Autumn</li> <li>• Day breaks and Banners</li> <li>• Boneyard</li> </ul>
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<b>Day 2 – Tuesday, 22.05.2018. SCHEDULING</b>	
10:00 – 10:15	Re-cap of Day One
10:15 – 11:30	Designing our Schedule documents: <ul style="list-style-type: none"> <li>• &gt; Design &gt; Strip Layouts</li> <li>• Which data fields are important for this schedule?</li> <li>• Optimum NOT Maximum</li> </ul>
11:30 – 11:45	Comfort break
11:45 – 13:00	<ul style="list-style-type: none"> <li>○ Design a strip – practical exercise</li> </ul>
13:00 – 14:00	Lunch break
14:00 – 15:30	Designing our Schedule documents: <ul style="list-style-type: none"> <li>• &gt; Design &gt; Report Layouts</li> <li>• Which data fields are important for this schedule?</li> <li>• Wrangling the data for informed decisions</li> </ul>
15:30 – 15:45	Comfort break
15:45 – 16:45	Designing our Schedule documents: <ul style="list-style-type: none"> <li>• &gt; Schedule &gt; Day out of Days Preferences</li> <li>• Red Flag Manager</li> </ul> Review all other Menu option
16:45 – 17:00	Conclusions/Questions and Answers

<b>Day 3 – Thursday, 24.05.2018.</b> <b>BUDGETING</b>	
9:30 – 10:00	Introduction to budgeting
10:00 – 11:30	Preparing for budgeting: the need for detail <ul style="list-style-type: none"> <li>• Critical Assumptions: Studio or Independent</li> <li>• Choosing a template</li> <li>• ATL / BTL</li> <li>• Moving around the levels</li> <li>• Looking at the features</li> </ul> The <b>Setup</b> Menu <ul style="list-style-type: none"> <li>• Currencies</li> <li>• Fringes [what is a Fringe and what is <b>NOT</b> a Fringe]</li> <li>• Groups</li> <li>• Globals</li> </ul>
11:30 – 11:45	Comfort break
11:45 – 13:00	Data Inputting <ul style="list-style-type: none"> <li>• Create basic crew member template</li> <li>• Apply: Currency; Fringe; Group; Globals</li> </ul>
13:00 – 14:00	Lunch break
14:00 – 15:30	<ul style="list-style-type: none"> <li>○ PRACTICAL EXERCISE</li> <li>• Input core crew[s]</li> <li>• Apply: Currency; Fringe; Group; Globals</li> <li>○ SETTING UP &amp; USING A LIBRARY</li> <li>• Creating and saving a crew member template</li> </ul>
15:30 - 15:45	Comfort break
15:45 – 17:00	MAKING MM SCHEDULING SPEAK TO MM BUDGETING <ul style="list-style-type: none"> <li>• Populating department budgets with MMS data</li> </ul> ATL, POSTPRODUCTION, LEGAL, OTHER ACCOUNTS <ul style="list-style-type: none"> <li>• Applying Fringes [NB Fringe Range], Globals, Groups</li> <li>• Estimating Direct Costs % fees</li> <li>○ PRACTICAL EXERCISE</li> <li>• Input ATL and other budget areas</li> <li>• Apply: Currency; Fringe; Group; Globals</li> </ul>

<b>Day 4 – Friday, 25.05.2018.</b> <b>BUDGETING</b>	
10:00 – 10:15	Re-cap of Day Three
10:15 – 11:30	<p>WORKING WITH THE DATA at DETAIL LEVEL</p> <ul style="list-style-type: none"> <li>• Sub Totals</li> <li>• Sub Total Adjustment lines</li> <li>• Session &amp; Change display</li> </ul> <p>SETTING UP THE TOPSHEET</p> <ul style="list-style-type: none"> <li>• Pertinent Information / Critical Assumptions</li> <li>• Headers &amp; Footers</li> <li>• Contractual Charges</li> <li>• Fringe posting</li> <li>• Comparison Tool</li> </ul>
11:30 – 11:45	Comfort break
11:45 – 13:00	<ul style="list-style-type: none"> <li>○ PRACTICAL EXERCISE</li> <li>• Input Contractual Charges</li> <li>• Apply Group and Global options to track changes</li> </ul>
13:00 – 14:00	Lunch break
14:00 – 15:30	<p>SETTING PREFERENCES</p> <ul style="list-style-type: none"> <li>• Working with columns</li> <li>• Print Options</li> <li>• Save As</li> <li>• Working towards the Cost Report</li> </ul> <p>LOCATIONS / SETS</p> <ul style="list-style-type: none"> <li>• Working with the Art Department</li> </ul>
15:30 – 15:45	Comfort break
15:45 – 16:45	<p>CREATE SUB BUDGET</p> <ul style="list-style-type: none"> <li>• Departmental / Territorial budgets</li> </ul> <p>BUDGET COMPARISON</p> <ul style="list-style-type: none"> <li>• Series TV year on year tracking</li> </ul> <p>APPLYING TAX CREDITS</p> <ul style="list-style-type: none"> <li>• Entertainment Partners / Youtube</li> </ul> <p>Review all other Menu option</p>
16:45 – 17:00	Wrap of the course / Questions and Answers



**Srpska filmska asocijacija | Serbia Film Commission • Kralja Milana 4, 11000 Beograd, Srbija**  
Tel. +381 (0)11 4059961 • e-mail: [trening@filminserbia.com](mailto:trening@filminserbia.com) | [www.filminserbia.com](http://www.filminserbia.com)  
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