Current Projects

|  |  |  |  |
| --- | --- | --- | --- |
| **Project** | **Editor** | **Status** | **Producer** |
| **Introduction to CPL** | Josh | Enter in relevant information about a project here. When something new happens, track it on the next line with the date. | Molly |
| **Project Names Goes Here** | Editor’s Name | MM.DD.YY – Information here | Producer’s Name |
| **Sample Project B** | Josh | 09.01.15 – Josh imported in footage and began string out09.04.15 – Josh finished string out and starting to edit09.12.15 – Josh finished initial cut, to review with Samuel09.13.15 – Josh and Samuel reviewed, Josh editing revisions09.16.15 – Josh finished revisions, Samuel reviewed, posted to ScreenLight for client review09.23.15 – Client reviewed, Josh editing comments | Samuel |
| **When You Need to Add a Line** | --- | When you need to add a line, go to the Table Layout panel and click Above or Below | --- |

Projects in Review

|  |  |  |  |
| --- | --- | --- | --- |
| **Project** | **Editor** | **Status** | **Producer** |
| **Projects in Review Go Here** | --- | Any project that’s next step is to be reviewed (internally or externally), move it from the Current Projects table and add it to this table. Copy and delete the project in the table above, add a new line to this table then paste in the project. | --- |
| **Sample Project C** | Carl | 09.19.15 – Carl to create quick intro video on new product for Molly09.22.15 – Carl edited, Molly to review | Molly |

Upcoming Projects

|  |  |  |  |
| --- | --- | --- | --- |
| **Project** | **Editor** | **Status** | **Producer** |
| **Future Projects Go Here** | --- | Keep track of new projects and projects in pre-production or production in this table. | --- |
| **Sample Project D** | Josh | 09.15.15 – Josh to create new video on surfing once Carl is back from the shoot next month | Samuel |

Recently Delivered Projects

|  |  |  |  |
| --- | --- | --- | --- |
| **Project** | **Editor** | **Status** | **Producer** |
| **Finished Projects Go Here** | --- | Once a project is done and delivered remove it from the tables above and add it here. You can remove the extraneous information if you’d like. Leave it here for at least a few weeks before removing it from this table. | --- |
| **Sample Project A** | Carl | 09.08.15 – Done, Carl sent to final file to client | Molly |