

Video88 Creatives

Freelance Work Plan

Prepared by

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Objectives

The work plan's objectives are:

- To improve client satisfaction
- To produce an 8-minute video for the client by July 30, 2025

Strategy

The videographer will work with the clients to identify their requirements in creative and location terms before the shoot starts. The design team will work into details and coordinate with the videographer to ensure quality and artistic output.

Timeline

PHASE	DESCRIPTION	END DATE
Planning Phase	Meeting with clients	March 20, 2025
Execution and Producing Phase	Video shoot and edit	May 23, 2025

Action Plan

OBJECTIVE 1

To improve client satisfaction

ACTION	ASSIGNED TO	DEADLINE	PROGRESS
Meet up with the client for the requirements	Meg Peterson	March 22, 2025	Upcoming
Coordinate with the design team to plan the concept	Carl Urie	April 03, 2025	Upcoming

OBJECTIVE 2

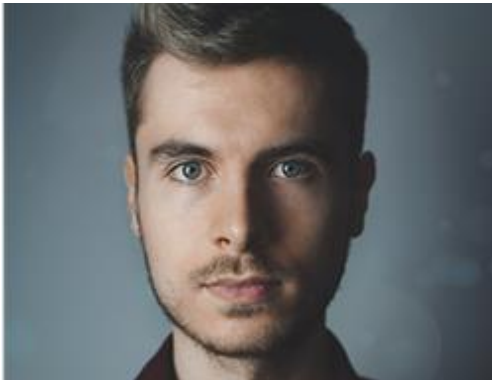
To produce an 8-minute video for the client by July 30, 2025

ACTION	ASSIGNED TO	DEADLINE	PROGRESS
Set a shooting schedule	Carl Urie	April 20, 2025	Upcoming
Review and edit the raw footage	Carl Urie	May 30, 2025	Upcoming

Team

Carl Urie

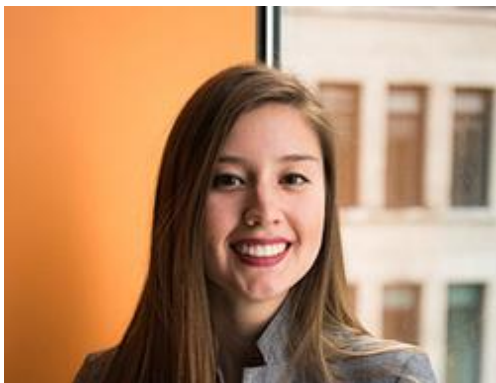
Head Videographer



He will lead the execution of the work plan and guide the team.

Meg Peterson

Production Design Lead



She will manage the design team to decorate the shooting location.

Budget

Description	Quantity	Price		Total
Video Editor	2	USD 8,000	Unit	USD 16,000
Videographers	4	USD 9,900	Unit	USD 39,600
Total				USD 55,600