

TIMELINE FOR

Introduction to Creative Media Arts

Program	Production Management
Code	bu-prod
College	Applied College — Al-Baha University
Number of weeks	15 weeks

Weekly Teaching Plan — Week 1: Pipelines I

Subject / Topic	Time (min)	Tools & techniques	Methods	Learning objectives
Introduction to Week 1: Pipelines I	15	Knowledge	Async	Distinguish the film side and the real-time side of the industry as two distinct pipeline lineages.
Guided reading: Spider-Verse SIGGRAPH 2019 Production Session Abstract	18	Reading / Discussion	Async	Introduce learners to the week's readings and the discipline language they establish.
Theory (taught): Pipeline Lineages	18	Knowledge	Sync	Identify which side of the industry a named production belongs to and place it against the corresponding pipeline lineage.
Theory (learner work): Apply Pipeline Lineages to short examples	18	Analysis	Sync	Identify which side of the industry a named production belongs to and place it against the corresponding pipeline lineage.
Break	18	Rest	Async	Rest and rejuvenation before practical work.
Practical (taught): Phase Sequence	18	Application	Sync	Sequence the phases of a single production from earliest to final delivery.
Practical (learner work): Phase Sequence workshop	18	Application	Sync	Sequence the phases of a single production from earliest to final delivery.
Challenge activity: Single-Production Pipeline Trace	18	Application & Reflection	Async	Attribute named departments to the phases in which they operate on a single production.
Review & reflection journaling	10	Reflection	Async	Consolidate learning, highlight key takeaways, and reflect on challenges.

Retrieval practice recall test

15

Assessment

Sync

Recall lesson content from memory.

Weekly Teaching Plan — Week 2: Pipelines II

Subject / Topic	Time (min)	Tools & techniques	Methods	Learning objectives
Introduction to Week 2: Pipelines II	15	Knowledge	Async	Trace a film-side production through its full pipeline with named departments at each phase.
Guided reading: VES Handbook of Visual Effects — Industry Terminology	18	Reading / Discussion	Async	Introduce learners to the week's readings and the discipline language they establish.
Theory (taught): Film Pipeline Ownership	18	Knowledge	Sync	Map a single film or television production end to end with departments attached at every phase.
Theory (learner work): Apply Film Pipeline Ownership to short examples	18	Analysis	Sync	Map a single film or television production end to end with departments attached at every phase.
Break	18	Rest	Async	Rest and rejuvenation before practical work.
Practical (taught): Real-Time Pipeline Ownership	18	Application	Sync	Map a single animation, VFX, or interactive production end to end with departments attached at every phase.
Practical (learner work): Real-Time Pipeline Ownership workshop	18	Application	Sync	Map a single animation, VFX, or interactive production end to end with departments attached at every phase.
Challenge activity: Side-by-Side Pipeline Trace with Vocabulary Callout	18	Application & Reflection	Async	Sort a given set of pipeline terms into shared, film-side, and real-time-side categories.
Review & reflection journaling	10	Reflection	Async	Consolidate learning, highlight key takeaways, and reflect on challenges.

Retrieval practice recall test

15

Assessment

Sync

Recall lesson content from memory.

Weekly Teaching Plan — Week 3: Pipelines III

Subject / Topic	Time (min)	Tools & techniques	Methods	Learning objectives
Introduction to Week 3: Pipelines III	15	Knowledge	Async	Locate Virtual Production and Virtual Art Department touchpoints between the film side and the real-time side of a production.
Guided reading: Art of LED Wall Virtual Production, Part One (fxguide)	18	Reading / Discussion	Async	Introduce learners to the week's readings and the discipline language they establish.
Theory (learner work): Apply Convergence Points to short examples	18	Analysis	Sync	Name the phases at which a Virtual Production or Virtual Art Department touchpoint operates on a given production and the departments on either side that meet there.
Break	18	Rest	Async	Rest and rejuvenation before practical work.
Practical (taught): Production Entities	18	Application	Sync	Name the hub, studio, or role-hiring entity behind a given production and place that entity on the film side, the real-time side, or both.
Practical (learner work): Production Entities workshop	18	Application	Sync	Name the hub, studio, or role-hiring entity behind a given production and place that entity on the film side, the real-time side, or both.
Challenge activity: Convergence Callout	18	Application & Reflection	Async	Identify the convergence point on at least one further production and explain which sides it joins.
Review & reflection journaling	10	Reflection	Async	Consolidate learning, highlight key takeaways, and reflect on challenges.
Retrieval practice recall test	15	Assessment	Sync	Recall lesson content from memory.

Weekly Teaching Plan — Week 4: Pipelines IV

Subject / Topic	Time (min)	Tools & techniques	Methods	Learning objectives
Introduction to Week 4: Pipelines IV	15	Knowledge	Async	Place a production against the Saudi Arabian cross-media map by naming the hubs, studios, or role-hiring entities it intersects with.
Guided reading: Vision 2030 and the Saudi Film Sector — Faris Al-Shathri, Journal of Arabian Studies (2022)	18	Reading / Discussion	Async	Introduce learners to the week's readings and the discipline language they establish.
Theory (taught): Saudi Cross-Media Map	18	Knowledge	Sync	Name at least one Saudi hub, studio, or role-hiring entity that intersects with a given production and the side of the industry that intersection sits on.
Theory (learner work): Apply Saudi Cross-Media Map to short examples	18	Analysis	Sync	Name at least one Saudi hub, studio, or role-hiring entity that intersects with a given production and the side of the industry that intersection sits on.
Break	18	Rest	Async	Rest and rejuvenation before practical work.
Practical (learner work): PA Entry Points workshop	18	Application	Sync	Name the entities on the Saudi cross-media map at which the production assistant role is most likely to be hired and the side of the industry each entity belongs to.
Challenge activity: Saudi-Anchored Pipeline Trace	18	Application & Reflection	Async	Add a one-paragraph local-anchoring annotation to a previously generic pipeline map and name at least one Saudi entity in that annotation.
Review & reflection journaling	10	Reflection	Async	Consolidate learning, highlight key takeaways, and reflect on challenges.
Retrieval practice recall test	15	Assessment	Sync	Recall lesson content from memory.

Weekly Teaching Plan — Week 5: Pipelines Assessment

Subject / Topic	Time (min)	Tools & techniques	Methods	Learning objectives
Introduction to Week 5: Pipelines Assessment	15	Knowledge	Async	Engage with the week's focus.
Guided reading: course context	15	Reading / Discussion	Async	Introduce learners to the week's readings and the discipline language they establish.
1:1 Feedback session: Individual instructor review	15	Assessment	Sync	Receive feedback on submitted work and identify improvements.
Improve & revise work	15	Application	Async	Apply feedback to submitted work.
Break	15	Rest	Async	Rest and rejuvenation before practical work.
Group session 1: Peer showcase	15	Collaboration	Sync	Share work with peers and provide structured feedback.
Group session 2: Group critique and discussion	15	Reflection	Sync	Review feedback and identify key improvements.
Review & reflection journaling	10	Reflection	Async	Consolidate learning, highlight key takeaways, and reflect on challenges.

Weekly Teaching Plan — Week 6: Documents I

Subject / Topic	Time (min)	Tools & techniques	Methods	Learning objectives
Introduction to Week 6: Documents I	15	Knowledge	Async	Extract the named fields from a production ticket.
Guided reading: Severity vs Priority	18	Reading / Discussion	Async	Introduce learners to the week's readings and the discipline language they establish.
Theory (taught): Production Ticket	18	Knowledge	Sync	Read a single ticket and name the assignee, the estimate, the success criteria, the deadline, the severity, and the priority.
Theory (learner work): Apply Production Ticket to short examples	18	Analysis	Sync	Read a single ticket and name the assignee, the estimate, the success criteria, the deadline, the severity, and the priority.
Break	18	Rest	Async	Rest and rejuvenation before practical work.
Practical (taught): Severity and Priority	18	Application	Sync	Rank two tickets that share a severity but differ in priority and explain the order.
Practical (learner work): Severity and Priority workshop	18	Application	Sync	Rank two tickets that share a severity but differ in priority and explain the order.
Review & reflection journaling	10	Reflection	Async	Consolidate learning, highlight key takeaways, and reflect on challenges.
Retrieval practice recall test	15	Assessment	Sync	Recall lesson content from memory.

Weekly Teaching Plan — Week 7: Documents II

Subject / Topic	Time (min)	Tools & techniques	Methods	Learning objectives
Introduction to Week 7: Documents II	15	Knowledge	Async	Extract the named fields from a Coverage page.
Guided reading: A Complete Guide To Understanding Script Coverage	18	Reading / Discussion	Async	Introduce learners to the week's readings and the discipline language they establish.
Theory (taught): Coverage Page	18	Knowledge	Sync	Read a single Coverage page and name the logline, the present-tense synopsis, and the verdict on the Pass / Consider / Recommend scale.
Theory (learner work): Apply Coverage Page to short examples	18	Analysis	Sync	Read a single Coverage page and name the logline, the present-tense synopsis, and the verdict on the Pass / Consider / Recommend scale.
Break	18	Rest	Async	Rest and rejuvenation before practical work.
Practical (taught): Logline and Synopsis	18	Application	Sync	Place a given Coverage page on the Pass / Consider / Recommend scale and name what happens to the script next at each verdict.
Practical (learner work): Logline and Synopsis workshop	18	Application	Sync	Place a given Coverage page on the Pass / Consider / Recommend scale and name what happens to the script next at each verdict.
Challenge activity: Coverage Page Field Extraction and Consistency Read	18	Application & Reflection	Async	Restate a given logline as protagonist, situation, and stakes.
Review & reflection journaling	10	Reflection	Async	Consolidate learning, highlight key takeaways, and reflect on challenges.
Retrieval practice recall test	15	Assessment	Sync	Recall lesson content from memory.

Weekly Teaching Plan — Week 8: Documents III

Subject / Topic	Time (min)	Tools & techniques	Methods	Learning objectives
Introduction to Week 8: Documents III	15	Knowledge	Async	Extract the named fields from a VFX or camera report.
Theory (taught): Camera Report Fields	18	Knowledge	Sync	Read a single VFX or camera report and name the lens, the camera, and the framing notes.
Theory (learner work): Apply Camera Report Fields to short examples	18	Analysis	Sync	Read a single VFX or camera report and name the lens, the camera, and the framing notes.
Break	18	Rest	Async	Rest and rejuvenation before practical work.
Practical (taught): Spec-Sheet Fields	18	Application	Sync	Name the frame rate, the codec, and the colour space from a given spec sheet and identify the pipeline phase each field most directly affects.
Practical (learner work): Spec-Sheet Fields workshop	18	Application	Sync	Name the frame rate, the codec, and the colour space from a given spec sheet and identify the pipeline phase each field most directly affects.
Challenge activity: Paired Document Extraction with Flagged Disagreement	18	Application & Reflection	Async	Identify one disagreement between a VFX or camera report and its spec sheet and name the field on which they disagree.
Review & reflection journaling	10	Reflection	Async	Consolidate learning, highlight key takeaways, and reflect on challenges.
Retrieval practice recall test	15	Assessment	Sync	Recall lesson content from memory.

Weekly Teaching Plan — Week 9: Documents IV

Subject / Topic	Time (min)	Tools & techniques	Methods	Learning objectives
Introduction to Week 9: Documents IV	15	Knowledge	Async	Read a RASCI matrix on a named deliverable.
Guided reading: Responsibility Assignment Matrix (Wikipedia)	18	Reading / Discussion	Async	Introduce learners to the week's readings and the discipline language they establish.
Theory (taught): RASCI Role Allocation	18	Knowledge	Sync	Name who is Responsible, Accountable, Supporting, Consulted, and Informed on a given deliverable from a given RASCI matrix.
Theory (learner work): Apply RASCI Role Allocation to short examples	18	Analysis	Sync	Name who is Responsible, Accountable, Supporting, Consulted, and Informed on a given deliverable from a given RASCI matrix.
Break	18	Rest	Async	Rest and rejuvenation before practical work.
Practical (learner work): Cross-Document Ambiguity workshop	18	Application	Sync	Name at least one ambiguity that appears when the four documents are read together and identify which document or document-pair it sits across.
Challenge activity: One-Page Situational Read	18	Application & Reflection	Async	Phrase a given ambiguity as a single question the Coordinator can take into stand-up and name the role the question is addressed to.
Review & reflection journaling	10	Reflection	Async	Consolidate learning, highlight key takeaways, and reflect on challenges.
Retrieval practice recall test	15	Assessment	Sync	Recall lesson content from memory.

Weekly Teaching Plan — Week 10: Documents Assessment

Subject / Topic	Time (min)	Tools & techniques	Methods	Learning objectives
Introduction to Week 10: Documents Assessment	15	Knowledge	Async	Engage with the week's focus.
Guided reading: course context	15	Reading / Discussion	Async	Introduce learners to the week's readings and the discipline language they establish.
1:1 Feedback session: Individual instructor review	15	Assessment	Sync	Receive feedback on submitted work and identify improvements.
Improve & revise work	15	Application	Async	Apply feedback to submitted work.
Break	15	Rest	Async	Rest and rejuvenation before practical work.
Group session 1: Peer showcase	15	Collaboration	Sync	Share work with peers and provide structured feedback.
Group session 2: Group critique and discussion	15	Reflection	Sync	Review feedback and identify key improvements.
Review & reflection journaling	10	Reflection	Async	Consolidate learning, highlight key takeaways, and reflect on challenges.

Weekly Teaching Plan — Week 11: Orientation I

Subject / Topic	Time (min)	Tools & techniques	Methods	Learning objectives
Introduction to Week 11: Orientation I	15	Knowledge	Async	Locate the production assistant role inside a RASCI authority chart for a named production.
Guided reading: RASCI Charts -- Complete Guide and 6 Differences From RACI	18	Reading / Discussion	Async	Introduce learners to the week's readings and the discipline language they establish.
Theory (taught): RASCI Authority Chart	18	Knowledge	Sync	Place the assistant on a given RASCI authority chart and name the roles immediately above and beside the assistant.
Theory (learner work): Apply RASCI Authority Chart to short examples	18	Analysis	Sync	Place the assistant on a given RASCI authority chart and name the roles immediately above and beside the assistant.
Break	18	Rest	Async	Rest and rejuvenation before practical work.
Practical (taught): Named Production Roles	18	Application	Sync	Match each of the six named roles to its locus of authority on a given production.
Practical (learner work): Named Production Roles workshop	18	Application	Sync	Match each of the six named roles to its locus of authority on a given production.
Review & reflection journaling	10	Reflection	Async	Consolidate learning, highlight key takeaways, and reflect on challenges.
Retrieval practice recall test	15	Assessment	Sync	Recall lesson content from memory.

Weekly Teaching Plan — Week 12: Orientation II

Subject / Topic	Time (min)	Tools & techniques	Methods	Learning objectives
Introduction to Week 12: Orientation II	15	Knowledge	Async	Name the working documents an assistant should read on day one of a named production.
Guided reading: Essential Paperwork Every Production Coordinator Needs	18	Reading / Discussion	Async	Introduce learners to the week's readings and the discipline language they establish.
Theory (taught): Working Documents	18	Knowledge	Sync	List the working documents to read first on a given production and name what each document is for.
Theory (learner work): Apply Working Documents to short examples	18	Analysis	Sync	List the working documents to read first on a given production and name what each document is for.
Break	18	Rest	Async	Rest and rejuvenation before practical work.
Practical (taught): Extractable Fields	18	Application	Sync	Name the fields to extract from a given working document on day one and the role the extracted information supports.
Practical (learner work): Extractable Fields workshop	18	Application	Sync	Name the fields to extract from a given working document on day one and the role the extracted information supports.
Challenge activity: Day-One Working-Documents Inventory	18	Application & Reflection	Async	Order a given set of day-one documents from first to last read and justify the order on operational grounds.
Review & reflection journaling	10	Reflection	Async	Consolidate learning, highlight key takeaways, and reflect on challenges.

Retrieval practice recall test

15

Assessment

Sync

Recall lesson content from memory.

Weekly Teaching Plan — Week 13: Orientation III

Subject / Topic	Time (min)	Tools & techniques	Methods	Learning objectives
Introduction to Week 13: Orientation III	15	Knowledge	Async	Discriminate legitimate from illegitimate AI uses for the assistant role on a named Saudi Arabian production.
Theory (taught): AI Posture	18	Knowledge	Sync	Sort a given list of AI-use scenarios on a given production into legitimate and illegitimate categories.
Theory (learner work): Apply AI Posture to short examples	18	Analysis	Sync	Sort a given list of AI-use scenarios on a given production into legitimate and illegitimate categories.
Break	18	Rest	Async	Rest and rejuvenation before practical work.
Practical (taught): Trust-Building Labour	18	Application	Sync	Decide whether a given AI use on a given production builds or substitutes for trust-building labour and explain the decision against the criterion.
Practical (learner work): Trust-Building Labour workshop	18	Application	Sync	Decide whether a given AI use on a given production builds or substitutes for trust-building labour and explain the decision against the criterion.
Challenge activity: AI-Posture Section Draft	18	Application & Reflection	Async	Name at least one feature of the Saudi Arabian context that shapes a stated AI posture and identify how that feature changes the posture.
Review & reflection journaling	10	Reflection	Async	Consolidate learning, highlight key takeaways, and reflect on challenges.
Retrieval practice recall test	15	Assessment	Sync	Recall lesson content from memory.

Weekly Teaching Plan — Week 14: Orientation IV

Subject / Topic	Time (min)	Tools & techniques	Methods	Learning objectives
Introduction to Week 14: Orientation IV	15	Knowledge	Async	Integrate pipeline map, working-documents inventory, RASCI authority, etiquette, and AI posture into a single coherent orientation brief for a named production.
Guided reading: Sharing Tac-it Knowledge in the Australian Film Industry (Alony and Jones)	18	Reading / Discussion	Async	Introduce learners to the week's readings and the discipline language they establish.
Theory (taught): Integration Coherence	18	Knowledge	Sync	Produce a single integrated brief on a given production in which each part references at least one other part by name.
Theory (learner work): Apply Integration Coherence to short examples	18	Analysis	Sync	Produce a single integrated brief on a given production in which each part references at least one other part by name.
Practical (taught): Friction Mapping	18	Application	Sync	Name at least one specific point at which the first week on a given production is likely to be hardest and place that point against the brief's other parts.
Practical (learner work): Friction Mapping workshop	18	Application	Sync	Name at least one specific point at which the first week on a given production is likely to be hardest and place that point against the brief's other parts.
Challenge activity: Integrated Orientation Brief	18	Application & Reflection	Async	Identify at least one passage in a given brief that would not survive being handed to a replacement assistant and revise it.
Review & reflection journaling	10	Reflection	Async	Consolidate learning, highlight key takeaways, and reflect on challenges.
Retrieval practice recall test	15	Assessment	Sync	Recall lesson content from memory.

Weekly Teaching Plan — Week 15: Orientation Assessment

Subject / Topic	Time (min)	Tools & techniques	Methods	Learning objectives
Introduction to Week 15: Orientation Assessment	15	Knowledge	Async	Engage with the week's focus.
Guided reading: course context	15	Reading / Discussion	Async	Introduce learners to the week's readings and the discipline language they establish.
1:1 Feedback session: Individual instructor review	15	Assessment	Sync	Receive feedback on submitted work and identify improvements.
Improve & revise work	15	Application	Async	Apply feedback to submitted work.
Break	15	Rest	Async	Rest and rejuvenation before practical work.
Group session 1: Peer showcase	15	Collaboration	Sync	Share work with peers and provide structured feedback.
Group session 2: Group critique and discussion	15	Reflection	Sync	Review feedback and identify key improvements.
Review & reflection journaling	10	Reflection	Async	Consolidate learning, highlight key takeaways, and reflect on challenges.