The compliance workflow map.

Draw the map. Bring compliance in when you plan.

PLAN → SCRIPT → SHOOT → FINAL CUT

BRING COMPLIANCE IN WHEN YOU PLAN

Give them the time they need.

Plan the review.

Give them the time they need.

01 Map today

02 Plan the new order

Type in the fields, or print and write.

EXERCISE 01

Map the process you use today.

01

Draw a map of how a video gets made at your firm, from the idea to the day it is published. Circle the first time compliance sees anything.

STEP	WHAT HAPPENS	WHO SEES IT
01		
02		
03		
04		
05		
06		

FIRST STEP WHERE COMPLIANCE SEES SOMETHING

If that circle is near the end, you just found your problem.

EXERCISE 02

Bring them in when you plan.

02

Book thirty minutes with compliance. Show them next quarter's plan and ask how long they need.

30-MINUTE MEETING: DATE / TIME

HOW LONG REVIEW USUALLY TAKES

EXTRA TIME NEEDED AT BUSY PERIODS

THE NEW ORDER

PLAN	Messaging, ideas and early guideposts
SCRIPT	Scripts to send together before filming
SHOOT	Invite compliance; resolve questions on set
FINAL CUT	Batch reviews and allow the agreed review time

A production planning tool. Check the review process with your own compliance team.