Contingency Plan

Throughout the different stages there can be a number of different problems that might appear. This document is to make sure that I have a backup plan for different situations that will take place and this will ensure that things will run smoothly. All the problems that have been listed will be explained in detail. Listing the different problems that might occur in alphabetical order will make it easier to find later on.

**Ability**

I will be using InDesign that is a new software to me so I will have a practical session on it so that I have the knowledge and the skills to use InDesign. I feel confident using Photoshop but I will be using tutorials on different techniques that relate to food photography and how I can edit the images on photoshop. If I suddenly don’t remember a technique that I learnt in the practical or previously I will use YouTube tutorials to help me to do the technique. As I am going to cook all the different recipes I feel confident that they will come out well. I am going to need to use all the different skills and techniques to cook all the different recipes. If there is a skill or technique that I don’t understand I am going to use YouTube tutorials to help me. When taking I going to present the food in a presentable way. I am having a practical session on food photography as this is something new to me and this will help me to take my images to the best of my ability.

**Backing up (Protecting data)**

I need to make sure that I back up my work because if I don’t back up my work I could lose my work I won’t be able to edit and then that could lead to no final product. To prevent this, I will save my work to my hard drive as this will be my main place to find my work. Just in case I lose my hard drive or forget it at home I will also use my cloud storage as my first backup to avoid this. I will also use my google drive as another back up so that if my cloud storage does not work or it is full have another storage area.

**Covid-19**

Previously we have been put into lockdowns due to Covid-19. If we do go into another lockdown. I will need to have alternative software and equipment that I can use the software that I will need to use will need to be free and that I can edit a magazine on it. An example of a free software that I can use is Lucidpress but I will edit the images on pixlr or Fotor. This is where I can put my magazine together but I will use This is due to that I don’t have the adobe cloud suite at home. When it comes to equipment we might be not be allowed to book out equipment so I will need to think of alternatives for the equipment for example I could use my phone so that I can complete my work.

**Equipment**

I will be booking out equipment from Michael. So before leaving the building I will need to make sure that I check that I have all the correct equipment and that everything that I booked is not broken. I will need to take extra care with the equipment as it is not mine and I am responsible for it. As I am responsible for the equipment I will need to make sure that nothing breaks on the equipment is not stolen. I would need to book out extra batteries so that the camera does not die while I am taking the images. I will be having a practical with Michael on food photography as this is new to me so this will help me know how to take the images.

**Finance**

For this I will be financing everything myself so I will be buying all the ingredients that I need myself. So that I don’t spend as much I will look at buying a cheaper version of that specific ingredient. I will also be paying for my magazine to be printed so taking that in consideration I will need to compare the prices to see which one has the better price. I have a part time job at B&M this will definitely help me to finance the different ingredients I need to get.

**Health and Safety**

I will need to complete a risk assessment and a health and safety form for the location making note of any possible danger. If I do end up using the professional kitchen I must follow the health and safety rules that are placed in the kitchen. I need to make my self aware to the hazards that are around me. To prevent me from hurting myself I will look around and remove the different hazards that I can remove. If I do end up having to do this at home I will need to take the same procedures. When it comes to food safety I need to make sure that I follow the different food safety rules for example washing my hands, not coughing or sneezing over the food and making sure that I store food in the correct place. I need to make sure that the equipment is safe to use for cooking.

**Location**

For location I am still waiting for confirmation that I can use the professional kitchen. If I do end up using the kitchen I will need to make sure that I am organised and that I have everything I need. If I get told that I can not use the kitchen I have a back up location which is to do it at home. I already have permission to cook and take the images at home. I am still waiting to get permission to use the professional kitchen to cook the recipes and the images.

**Pictures**

When taking the images, I need to check them throughout and make sure that they are not blurry and not pixilated. If they do end up being blurry or pixilated I need to retake those images. To prevent this, I will check them as I go along and take multiple pictures so that there are options. I need to set the camera and the tripod. I need to make sure that I check that I have the correct settings on the camera and if I need to change any of the settings for example the white balance.

**Printing of my magazine**

I will be printing my magazine so to make sure that it comes in time. To do this I am going to choose local printers so that I can go and collect it myself and this ensures me that it will be here in time. If it doesn’t come in time I plan to print it myself and staple the pages together so that when it comes to my screening there is something there.

**Software**

I will be using photoshop and InDesign to create my magazine. With InDesign I don’t have any knowledge on how to use it so I will be having a practical later on that was to be confirmed. In the practical they will teach me the different techniques and the different skills. I will also be using photoshop to edit the individual pages and the images. I will be using the different skills and techniques that I have previously learnt. For both InDesign and photoshop I will be watching YouTube tutorials for the different techniques and skills that I don’t understand. The software may crash so to prepare for this I need to make sure I save my work often so that I don’t lose my progress.

**Time**

 I need to use my time wisely so I will create a schedule of what I need to do and I will need to stick to the schedule. I will need to be on top of everything for example I need to make all the different recipes so I would need to time the dishes when there cooking, I would need to prepare where I will be taking the images and I will need to make sure that I take the time to take the pictures to the best of my ability. I will need to be on time so that I can use up every minute I have so that I can be productive. I can be on time by arriving earlier than I said I would. .

**Transport**

As the kitchen is 15-minute walk from my house I could just walk down there with the equipment and I could drop off the ingredients a couple of days before so that I don’t have to transport much on the day. If I can’t drop the ingredients of I will have to get public transport down there. If that location is not available I will be at home so I would not need transport.