

Video workflow worksheet

Blank planning and observation template. Not test evidence. Keep private guest details and credentials elsewhere.

Deliverable

Audience and one takeaway:

Recording type: screen tutorial / interview / other:

Required duration, aspect ratio, captions, resolution:

Intended publication destination:

Guest agreement and intended use confirmed:

Required paid feature, if any:

Session preflight and handoff

Check	Expected result	Actual observation	Evidence file/date	Owner
Demo material	No private information			
Microphone/camera/screen	Intended inputs selected			
Short sample	Speech and screen understandable			
Guest rehearsal	Actual guest path works			
Recording indicators	Every required track recording			

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Continued - record observations, not assumptions.

Check	Expected result	Actual observation	Evidence file/date	Owner
Upload completion	Required tracks complete before exit			
Original media	Retained separately			
Editor import	Required files present and reviewed			
Export	Opens; readable text; correct framing			
Meaning/captions	Names/ numbers/ qualifications checked			

Usage and cost

Item	Before session	After session	Difference / notes
Recording allowance			
Media processing allowance			
AI credits			
Storage			

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Cash item	Actual invoice including tax	Due date	Renewal/ cancellation review
Recording tool			
Editing tool			
Storage/other			
Total this month			

Time decision

Manual baseline minutes:

New workflow minutes, including review:

One-time setup minutes:

Assumed hourly value:

Net recurring time value = (baseline minus new minutes) / 60 × hourly value:

Net value after recurring cash costs:

Does actual monthly cash stay within the cap?

Keep / change / cancel, with reason:

Files needed before cancellation:
