

PROJECT MANAGEMENT PROCESS STAGES

Stage 1



Project Initiation

- Define the project's **purpose, scope, and objectives**
- Identify **key stakeholders**
- Create **project charter**

Stage 2



Project Planning

- Create a **project plan**
- Create a **work breakdown structure**
- Develop a **risk management strategy**

Stage 3



Project Execution

- **Start working** on the project plan
- **Build workflows, assign tasks** to team members
- **Keep everyone in the loop**

Stage 4



Project Monitoring & Controlling

- Do **regular reviews**
- **Monitor progress** against KPIs
- **Apply changes** when needed

Stage 5

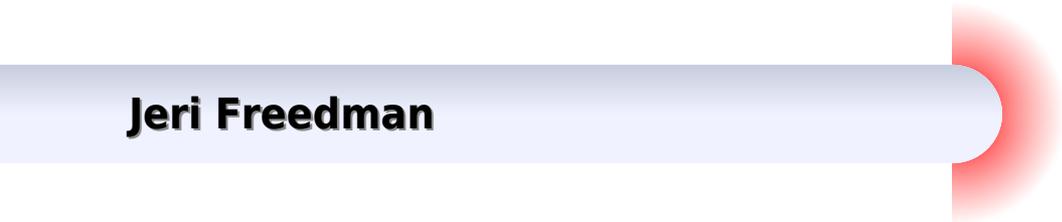


Project Closure

- **Complete all project deliverables**
- **Discuss failures and successes**
- **Document lessons learned**

Stage Management

Jeri Freedman



Stage Management:

Stage Management Basics Emily Roth, Jonathan Allender-Zivic, Katy McGlaughlin, 2021-12-30 Stage Management Basics second edition offers a deep dive into the basics of stage management for theatre dance and opera productions Without assuming any intrinsic prior knowledge of the theatrical field and its associated specialized terminology this book covers every aspect of stage management from reading a script meeting with a director and theatre staff and running auditions to communication best practices and opening night protocol This new edition features brand new chapters on opera dance and unions information on working with intimacy and fight directors updated tips and tricks and vibrant color images Using simple language and detailed explanations this book is the perfect primer for the beginning stage management student The companion website contains blank form templates chapter comprehension tests a suggested reading list glossary flashcards and more

Introduction to the Art of Stage Management Michael Vitale, 2019-03-07 How do you develop the craft and skills of stage management for today's theatre industry And how can these same skills be applied in a variety of entertainment settings to help you develop a rewarding and successful career Drawing on his diverse experience working with companies from across the performing arts spectrum in venues from the Hollywood Bowl to the Barbican Centre in London Michael Vitale offers a practical resource on the art of stage management for new and established stage managers Besides providing detailed coverage of the role within theatre the book uniquely explores the field of stage management in numerous branches of the entertainment industry From theatre opera and theme parks to cruise ships special events and dance stage managers are an integral part of keeping productions running and this book offers guidance on each distinct area to equip you for a varied and successful career Written with candour and filled with real world examples the book examines the nuts and bolts of the job at each stage of the production process from preproduction room rehearsal technical rehearsal through to running the show Vitale considers the skills needed to work with a myriad of different people explores the traits of a successful stage manager and helps you to hone and evaluate your own practice Whether you are exploring the field for the first time or are a veteran looking to diversify your resume Introduction to the Art of Stage Management will provide insight practical information and useful tips to help along the way An accompanying Companion Website features a range of time saving templates and forms such as schedule templates and scene samples <https://www.bloomsbury.com/uk/introduction-to-the-art-of-stage-management> 9781474257190

The Back Stage Guide to Stage Management Thomas A. Kelly, 1991 From auditioning actors to running a rehearsal to calling the cues all the tricks and techniques of performing one of theater's most essential roles are revealed in this eye opening view of backstage life on Broadway

Stage Management in Theater Jeri Freedman, 2017-12-15 The director may be the head coach of the team of people who stage a play but the stage manager is their quarterback While the play is going on the stage manager is running the show This book explains the many responsibilities of this vital position and how an effective stage manager organizes the crew so that

everything runs smoothly *Stage Management* Michael Smalley, 2023-12-28 Drawing on interview material from more than 20 leading stage managers from the UK USA and Australia this book situates the contemporary practice of stage management within its historical and social contexts Questioning the notions of the invisible stage manager and a linear production process it argues for a broader conception of stage management lying at the intersections of administration management and artistry This volume places stage management practice within key theories drawn from the diverse fields of performance studies semiotics phenomenology distributed cognition management and scenography It champions the creative agency of stage management and details the properties of communication which stage managers manipulate and the objectives they set out to achieve as a guide for decision making While it considers the different approaches necessitated by productions from different cultures genres and so on it offers a view of stage management which is not bound by these differences *Stage Management* Lawrence Stern, 1995 The true bible of the field for novices and experienced stage managers this revised edition includes all the latest theatre advances It can take an individual with no prior theatrical experience and give them all the know how needed to function as a stage manager Includes graphs charts schedules outlines and checklists *Stage Management* Lawrence Stern, Alice R. O'Grady, 2015-09-04 Revered as the authoritative resource for stage management this text offers students a practical manual on how to stage manage in all theater environments Rich with practical resources checklists diagrams examples forms and step by step directions Stage Management eschews excessive discussion of philosophy and gets right to the essential materials and processes of putting on a production In addition to sharing his own expertise Stern has gathered practical advice from working stage managers of Broadway off Broadway touring companies regional community and 99 seat Equity waiver theaters **Play Production and Stage Management for Amateurs** Leslie Howard Gordon, 1927 **The Back Stage Guide to Stage Management, 3rd Edition** Thomas A. Kelly, 2009-06-16 The Most Widely Used Manual For Aspiring And Veteran Stage Managers Now Revised and Expanded The next best thing to shadowing a Broadway stage manager this detailed behind the scenes book as been brought completely up to date First published in 1991 it is widely used and has been lauded as the most comprehensive educational book on stage management available From preproduction planning and first rehearsals to opening night and final strike all the essentials of the profession are presented here in a friendly engaging style Blending how to information with anecdotes from his own career author Thomas A Kelly explains the entire theatrical process including Organizing all rehearsals and performances Maintaining the working script cue sheets and daily records Supervising the technical aspects of the show Running shows outdoors and at other non theatrical venues Dealing with performers and crew members on all levels This new edition reflects all the latest developments and innovations in the industry and adds a totally new chapter on opera stage management complete with an in depth breakdown of the challenges this style of production presents The text is supported by sample documents diagrams and charts that straddle time honored approaches with what can be generated by today s

computer software All the latest stage machinery is discussed along with tips on finding employment This guide remains the first choice for anyone who works in any branch of the profession whether amateur educational or professional

The Stage Manager's Toolkit Laurie Kinckman, 2024-11-29 The Stage Manager's Toolkit Fourth Edition provides a comprehensive account of the role of the stage manager for live theatre with a focus on both written and verbal communication best practices The book outlines the duties of the stage manager and assistant stage manager throughout a production discussing not only what to do but why It also identifies communication objectives for each phase of production paperwork to be created and the necessary questions to be answered to ensure success This fourth edition includes a new chapter devoted to documenting movement which includes both intimacy choreography and stage combat updated and expanded information on using technology and social media expanded information on the digital prompt book and other digital and web based tools updated paperwork examples more information on Equity practices for the student and early career stage managers Written for the stage management student and early career stage manager this book is a perfect addition to any university Stage Management course A companion website hosts customizable paperwork templates instructional videos links to additional information teacher tools for individual chapters and a bonus section on teaching stage management To access these resources visit www.routledge.com/cw/kinckman

Stage Manager Larry Fazio, 2017-01-12 Stage Manager The Professional Experience Refreshed takes the reader on a journey through all aspects of the craft of stage management in theatre including the technological advancements that have come to theatre and the stage manager's job Chapters are laid out to reflect the order in which stage managers experience and perform their work what makes a good stage manager seeking the job building a resume interviewing for the job and getting the job or not getting the job Included are chapters on the chain of command working relationships tool and supplies creating charts plots plans and lists the rehearsal period creating the prompt book calling cues and the run of the show These are just some of the many topics covered in this book In addition the author uses interviews with stage management professionals in various stages of production providing another view of how the stage manager is perceived and what is expected from the work of the stage manager Fifteen years after the original publication of Stage Manager The Professional Experience this new and refreshed edition is now in color to help clarify and illustrate points in the text It is fully updated to reflect the world of computerized technology smart phones thinly designed laptops tablets use of email and text messaging storing and sharing files and information in cloud based apps Then there are the innovations of automation electronically moving scenery scenic projections casting images and patterns on the stage moving lights LED luminaires lasers and greater use of fog and haze machines In addition the extensive glossary of more than 600 terms and phrases had been extended to well over 700 providing and excellent professional vocabulary for anyone hoping to be a theatre stage manager or already working in the field

The Back Stage Guide to Stage Management, 3rd Edition Thomas A. Kelly, 2010-11-24 The Most Widely Used

Manual For Aspiring And Veteran Stage Managers Now Revised and Expanded The next best thing to shadowing a Broadway stage manager this detailed behind the scenes book as been brought completely up to date First published in 1991 it is widely used and has been lauded as the most comprehensive educational book on stage management available From preproduction planning and first rehearsals to opening night and final strike all the essentials of the profession are presented here in a friendly engaging style Blending how to information with anecdotes from his own career author Thomas A Kelly explains the entire theatrical process including Organizing all rehearsals and performances Maintaining the working script cue sheets and daily records Supervising the technical aspects of the show Running shows outdoors and at other non theatrical venues Dealing with performers and crew members on all levels This new edition reflects all the latest developments and innovations in the industry and adds a totally new chapter on opera stage management complete with an in depth breakdown of the challenges this style of production presents The text is supported by sample documents diagrams and charts that straddle time honored approaches with what can be generated by today s computer software All the latest stage machinery is discussed along with tips on finding employment This guide remains the first choice for anyone who works in any branch of the profession whether amateur educational or professional

Off Headset: Essays on Stage Management Work, Life, and Career Rafael Jaen, Christopher Sadler, 2022-01-26 Off Headset is a collection of chapters containing essays by a richly diverse group of stage management professionals and educators covering the challenges stage managers face on the job in their lives and in their careers The book starts with the intersectional history of stage managers and the actors union In Part 1 Work the contributors share a wide range of experiences from regional theatre and Broadway to operas and cruises and even running with the circus The essays in Part 2 Life explore the relevance of stage managers claiming their identity their resilience and practicing self care Finally in Part 3 Career readers receive aspirational and business advice for life in the real world leadership networking unemployment managing demanding calendars and career planning The book ends with a moment of pause during tech a direct response to the absence we have been enduring throughout the COVID 19 pandemic and a tribute to a world we used to take for granted Intertwining practical advice with personal anecdotes Off Headset Essays on Stage Management Work Life and Career is the perfect accompaniment to students studying stage management in a university setting and professionals working in the field

Stage Management Daniel Bond, 1998 This popular book describes in detail a stage manager s job It provides students those just starting out in the profession and amateurs with a solid grounding in theatre stage management practices and procedures The disciplines of lighting set design and sound are discussed but the book s main concern is with the management of these elements and with the processes and scheduling that go together to provide the effective results The author demonstrates that the methods used are as important as the final result Chronologically following the production of a play the book starts with pre production planning and progresses to the first night

A Stage Manager's Survival Guide Michelle Marko, 2015-05-22

Offering tips and tricks to new stage managers as they navigate the chaotic world of theatre Michelle Marko deploys decades of experience in a tightly packed manual Every stage manager develops their own style and after 20 years of ups and downs Michelle has seen it all These survival tips can help novices and veterans alike to experience more of the exhilaration of live theatre while learning to laugh when things don't quite go according to plan

The Beginner's Guide to Opera Stage Management Danielle Ranno, 2022-11-30 The Beginner's Guide to Opera Stage Management is the first book to cover theatrical stage management practices specifically for opera productions providing an invaluable step by step guide Beginning with a brief history of opera and detailing its difference from musical theatre the book covers stage management best practices through prep rehearsals tech performance and wrap up From the moment a manager accepts a contract right through to archiving paperwork this essential toolkit covers each step of a stage manager's journey Working with a score reading music working with singers conductors and musicians basic duties of a stage manager versus an assistant stage manager and other tasks specific to opera are also included in this comprehensive guide This book is full of tips and tricks as well as the good bad and ugly stories from opera stage managers sharing both their experiences and mistakes This is the perfect how to book for the professional or emerging stage manager looking to work in opera or to expand their existing stage management skillset

Essentials of Stage Management Peter Maccoy, 2014-02-13 In this guide Peter Maccoy examines the qualities and skills necessary for effective stage management stressing the importance of understanding both the creative and the technical processes involved in theatre The advice featured covers such topics as contracts rehearsals and performance

Stage Management Theory as a Guide to Practice Lisa Porter, Narda E. Alcorn, 2023-12-07 Stage Management Theory as a Guide to Practice Second Edition offers theory and methodology for developing a unique and inclusive stage management style preparing stage managers to develop an adaptive approach for the vast and varied scope of the production process forge their own path and respond to the present moment with care and creativity This book provides tactile strategies enabling stage managers to navigate different groups of collaborators venues and projects Experiential stories based on extensive experience with world renowned artists exemplify the practices and provide frameworks for self reflection synthesis and engagement with theory guided practice This book empowers stage managers to guide any collaborative project to fruition by incorporating the How You with the How To This second edition has been expanded and includes new experiential stories and a new chapter focused on inclusive processes that can be applied from pre production through closing as well as the full text of the HowlRound Theatre essay We Commit to Anti Racist Stage Management Education Exploring topics such as group dynamics ethics culture and strategic communication Stage Management Theory as a Guide to Practice is an essential tool for advanced stage management students educators and professionals

Stage Manager Larry Fazio, 2000-07-21 In every theatrical production a single indispensable person is responsible for ensuring that scenery lighting actors directors sound artists are in sync Stage Manager the Professional Experience takes the reader

through all aspects of the craft of stage management from prompt books and laptops to relationships and people management It offers an extensive discussion of what makes a good stage manager and takes the reader through each phase of a production from getting hired to auditions and rehearsals to the run and closing of the show Using interviews with other professional stage managers the author provides a practical experience based guide for students and aspiring professionals alike The stage manager s role in each phase of the production is covered in detail Working relationships organizational tools plans charts lists and forms running auditions cueing touring and the stages of rehearsal are just some of the many topics covered An overview of the stage manager s working week provides a clear view of the many details involved in the smooth running of a production A comprehensive working vocabulary offers an excellent reference for anyone working or hoping to work in this field

Production Stage Management for Broadway Peter Lawrence, Mike Nichols, 2015 Getting a new show up and running Planning a revival Taking over a long running show Going on the road On Broadway Off Broadway Regional repertory On tour The only book you need as your professional companion is Peter Lawrence s comprehensive and definitive **Production Stage Management for Broadway From Idea to Opening Night and Beyond** Tony award winning Peter Lawrence transforms his decades of experience on Broadway into a thoroughly modern approach to the business of being a stage manager and the profession of being a production stage manager **Production Stage Management for Broadway From Idea to Opening Night and Beyond** is a map of how to get from the beginning of a production to the end Book jacket

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