

AI Video Editing Workflow Template

Instructions:

- Customize the template according to your specific project needs.
- Track progress by updating the status of each task.
- Add notes to keep important information in one place.

Sheet 1: Workflow Overview

Task	Description	Assigned To	Start Date	Due Date	Status	Notes
1. Planning	Define project goals and requirements	[Name]	[Start Date]	[Due Date]	Not Started	
2. Scriptwriting	Write the script for the video	[Name]	[Start Date]	[Due Date]	Not Started	
3. Storyboarding	Create a storyboard or shot list	[Name]	[Start Date]	[Due Date]	Not Started	
4. Footage Collection	Gather video clips and materials	[Name]	[Start Date]	[Due Date]	Not Started	
5. Upload to AI Tool	Upload clips to the AI video editor	[Name]	[Start Date]	[Due Date]	Not Started	
6. Initial Edit	Run AI editing tool for first cut	[Name]	[Start Date]	[Due Date]	Not Started	
7. Review and Revise	Review AI edit, make necessary changes	[Name]	[Start Date]	[Due Date]	Not Started	

8. Final Edit	Finalize video with manual adjustments	[Name]	[Start Date]	[Due Date]	Not Started
9. Export Video	Export final video in desired format	[Name]	[Start Date]	[Due Date]	Not Started
10. Quality Check	Review final video for quality control	[Name]	[Start Date]	[Due Date]	Not Started
11. Distribution	Distribute video to intended platforms	[Name]	[Start Date]	[Due Date]	Not Started

Sheet 2: Detailed Task Breakdown

Task	Subtask	Description	Assigned To	Start Date	Due Date	Status	Notes
Planning	Define target audience	Identify the audience for the video	[Name]	[Start Date]	[Due Date]	Not Started	
	Outline key messages	List the key messages to convey	[Name]	[Start Date]	[Due Date]	Not Started	
Scriptwriting	Draft script	Write the first draft of the script	[Name]	[Start Date]	[Due Date]	Not Started	
	Review and edit script	Revise the script for clarity	[Name]	[Start Date]	[Due Date]	Not Started	
Storyboarding	Sketch scenes	Create sketches or visual plan	[Name]	[Start Date]	[Due Date]	Not Started	
	Arrange shots	Order the shots for the video	[Name]	[Start Date]	[Due Date]	Not Started	
Footage Collection	Record video clips	Record necessary footage	[Name]	[Start Date]	[Due Date]	Not Started	

	Collect additional materials	Gather images, audio, etc.	[Name]	[Start Date]	[Due Date]	Not Started
Upload to AI Tool	Upload clips	Upload video clips to the AI editor	[Name]	[Start Date]	[Due Date]	Not Started
Initial Edit	Configure AI settings	Set parameters for AI editing	[Name]	[Start Date]	[Due Date]	Not Started
	Run AI edit	Execute AI editing process	[Name]	[Start Date]	[Due Date]	Not Started
Review and Revise	Review AI edit	Watch the AI-edited video	[Name]	[Start Date]	[Due Date]	Not Started
	Make adjustments	Tweak the edit as necessary	[Name]	[Start Date]	[Due Date]	Not Started
Final Edit	Final adjustments	Make final manual adjustments	[Name]	[Start Date]	[Due Date]	Not Started
Export Video	Choose export settings	Select format and resolution	[Name]	[Start Date]	[Due Date]	Not Started
	Export video	Export the final video	[Name]	[Start Date]	[Due Date]	Not Started
Quality Check	Watch final video	Review the final video thoroughly	[Name]	[Start Date]	[Due Date]	Not Started
	Note any issues	Record any quality issues found	[Name]	[Start Date]	[Due Date]	Not Started
Distribution	Upload to platforms	Upload video to social media, etc.	[Name]	[Start Date]	[Due Date]	Not Started

Share with stakeholders	Share the video with relevant parties	[Name]	[Start Date]	[Due Date]	Not Started
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