**Step 1 – Clarify Purpose and Justification**

Project Let There Be Light exists to enable JASYTI to pass the PMP certification exam on the first attempt (highest priority) and to fulfill the Master’s capstone requirement. The project will produce a 52-episode animated YouTube series—production-ready at closeout—that serves as the primary study vehicle and the capstone deliverable, and will also yield a documented, repeatable production process with a companion custom GPT framework for future series.

**Step 2 – Define High-Level Scope (What’s In / Out)**

In Scope:

- Concept development for 52-episode educational video series.

- Storyboarding, scripting, and animation production.

- Inclusion of musical elements for mnemonic reinforcement.

- Limited live-action filming of sponsor/talent on camera.

- Post-production editing of both animation and live-action segments.

- Development of a documented, repeatable process for producing similar series.

- Creation of a companion custom GPT framework to guide future projects.

Out of Scope:

- Large-scale live-action filming (full-location shoots, cinematic productions).

- Paid marketing campaigns.

- Post-release maintenance or updates after final delivery.

**Step 3 – Define High-Level Acceptance Criteria**

- All 52 episodes completed, reviewed, and approved by Sponsor.

- Series meets established educational and creative standards.

- All sources cited in metadata of project artifacts.

- Deliverable process documentation and GPT framework ready for reuse.

- Sponsor achieves passing score on PMP certification exam.

**Step 4 – Initial Assumptions & Constraints**

- Project will be executed under a hybrid life cycle (predictive for milestones, adaptive for content production).

- JASYTI is the only authorized purchasing agent; all purchases must be approved by Sponsor.

- Total project budget is $5,000.

- Episodes may be produced concurrently but released in sequence.

- Production tasks such as storyboarding and certain animations may be batch-produced for efficiency.

- Funding is provided on-demand as outlined in the budget plan; changes require Sponsor approval.

**Step 5 – Identify Key Stakeholders (Roles Only, Vacant)**

- Sponsor (Vacant)

- Project Manager (Vacant)

- Creative Director (Vacant)

- Technical Production Lead (Vacant)

- Quality Assurance Lead (Vacant)

- Knowledge Management (KM) Manager (Vacant)

- Governance Advisor (Merlin) (Vacant)

- COO / Oversight (RADAR) (Vacant)

**Step 6 – Initial Summary for the Customer Request**

Project Let There Be Light will create a 52-episode animated YouTube series designed to teach PMP concepts in a creative, story-driven format, integrating music for retention. It will serve as JASYTI’s primary PMP study tool and fulfill the Master’s capstone project requirements. Deliverables include the completed series, a documented process for producing similar projects, and a companion custom GPT framework. The project will follow a hybrid approach, leveraging predictive planning for major milestones and adaptive methods for episode production.

**Step 7 – Review & Finalize the Customer Request**

This Customer Request is complete, accurate, and Initiating-appropriate. All major sections are present: Purpose & Justification, High-Level Scope, High-Level Acceptance Criteria, Assumptions & Constraints, Key Stakeholder Roles, and Next Steps for DAIIS. Governance details are parked for later use in Planning. The document is approved for handoff to DAIIS for Project Charter creation.