

*VRcade*  
Project Management Plan

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# Introduction

This document is to be used by the team to provide information for risk procedures and protocols for all members of the team involved in the creation of VRcade. It is the responsibility of the team to ensure that each member reviews this document and understands their responsibilities and the risk procedures for the expected outcomes. Should additional information be required, the Project Manager can be emailed via [1017689@student.sae.edu](mailto:1017689@student.sae.edu) for these issues.

## Project Timeline

A project timeline can be found at the below Jira link:

<https://sae-games.atlassian.net/secure/RapidBoard.jspa?rapidView=7&projectKey=VC&selectedIssue=VC-110&atlOrigin=eyJpIjojNzdiZWU1MTQzMzg2NGMxMjlmMmIxZWY4ZTdlNWJmMzQlLCJwIjoiaj9>

This team is using Jira for both our project timeline and individual team member kanban boards. Each week on Wednesday we have a scheduled scrum meeting to ensure that everyone knows what they should be working on and if other team members require help.

Our project is due Friday week 12. Each week the team is expected to work on this project for 9 - 18 hours each week.

## Risk Management

Risks	Possibility / Severity	Solution
Team Member missing for a Scrum meeting	High / Low	Notes about discussion shall be shared on Discord for all members to know what is expected. Further information can be found on the Jira site for what work is required for each member.
Team Member cannot access internet	Low / Low	All members are able to go into SAE and work on campus to develop and work on the game. It is their responsibility to ensure that communication is maintained via messaging when such issues arise.

Team Member falls ill	Med / varied	Depending on the illness, the team may require additional time for final submission or provide a reduced scope of work. If a single member is ill and unable to work for a period of weeks, other team members will be required to pick up additional work.
Team does not have skillset to complete the project	High / Med	The team has a group of useful links for individuals to learn new skills. In particular we have found a Udemy class which covers the skills required to make a VR game. Additional courses can be found and provided to team members via discord or the google drive.
Team programmer drops out	Very Low / High	Game Designers will be required to gain additional skills. These skills can be found via the same above lists.
Team Member gets Covid-19	Low / Varied	This issue can have larger impacts than a regular illness. The team member must inform all members of the team as there are regular Monday classes where everyone meets up in person. Each person must get tested, additional risk procedures will be agreed with the SAE faculty.
Team member gets burned out	Varied / Low	Communication via discord, both to the group or to Project manager in private can provide fast updates to individual work loads each week.
Personal commitments demand additional time	Low / Low	Communication via discord, both to the group or to Project manager in private can provide fast updates to individual work loads each week.
Scope of work changes in short notice	Low / High	Discussion with SAE faculty and team will prepare us with such last minute changes. A constant check on the required Learning Outcomes and Brief will provide protection from major scope creep from additional work requests.
Version control issues	High / Low	Team is using GitKraken to ensure version control. We can roll back to earlier saves.
Game not submitted to	Low / High	This is a key responsibility of the Team

itch.io		Programmer. Each member has access to itch.io and can submit the page. Worse case scenario we will create a second page.
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## Copyright

As this game is a work completed whilst studying at SAE, our project will not use any copyrighted material that we cannot buy and also royalty-free. If any person wishes to spend money on this project, they are able to include this provided it is royalty free and does not require some copyright claim within the project.