KICK OFF

DUE THIS WEEK: STATUS REPORT, REQUIREMENTS, STRUCTURE, KICK OFF SUPPLEMENTAL   **WORTH:** 20%   **TURN IN:** FSO   **OUTPUT:** PDF

OVERVIEW

The objective for this week is to finalize prepro, lock project scope, and prepare for a Kick Off discussion.

Throughout the week you will engage with peers and instructors to gain input, feedback, and approval for this work. This week you will also post a status report to the FSO discussion board to update stakeholders on work in progress. A follow-up production check may also occur.

RESEARCH

As part of your assignment work, take some time this week to research and review Project Kick Off methods and deliverables. There are many approaches in this industry on how to formally begin a project and articles written on the subject matter. In lecture we will always have a general discussion. You may be asked to share your research or findings. In addition to searching online, the Full Sail Library is an excellent resource. Access the library via the student portal or on campus.

BRANDING

Throughout this class you will be developing a personal or company brand. This includes logo work, font usage, and other ways of representing your unique brand in all project work. Continue to develop and refine your branding this week and throughout Final Project.

INSTRUCTIONS

After discussion and working on your project plans, post a status update to FSO. Then prepare for the project Kick Off discussion. End this week by uploading all plan work, with revision and any project Kick Off supplemental. This one sheet covers basic expectations for the week. To receive full credit for the week, be sure to cover at minimum these essential requirements...

REQUIREMENTS

- Status Report / Discussion Post - Summarize Accomplishments, Challenges and Goals for this week. You may link to or attach any supporting information or work in progress to enhance your report out.
- Project Kick Off - After stakeholder discussion, prepare to show and discuss your final plans with intructors and peers. Your goal is to determine the best method for this Kick Off discussion based on research, interaction with instructors and your own creative thinking. The Kick Off is a key milestone followed by project approval or additional stakeholder requests for revision.
- Final Deliverable - Upload this week's work with final revisions

Additional Detail

- Final Deliverable - Include the latest version of your project preproduction. This will include Requirements (FSPEC), Structure, and any supplemental for Kick Off. This work must show iterative revisions based on peer and instructor feedback. The Final Deliverable will include a "Week in Review" post that summarizes your work. Mention any noteworthy interaction you had this past week with both instructors and peers. Explain how this affected the final project deliverable for the week. Include next steps and your approach for the project Kick Off.

Note: The Kick Off is a key milestone. Production follows upon approval.