Project Management Plan

Stargate: Galaxy

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Table of Contents

1 Tables and Figures

1.1 Tables

1.2 Figures

2 Document Revisions

The following list if any, details any modifications that have occurred in the document and the nature of those changes.

15/08/2011:

- Added a couple of items that had been forgotten on the asset checklist
- Added some testing phase period definitions throughout document. (Including RACI chat, Gantt Chart, WBS, etc)

3 Project Overview

The project is one undertaken as part of the topic COMP3772 Computer Science Project and other related topic codes/names for the areas of Information Technology and Computing and Digital Media. The selected project is that of developing a game centred on the Stargate TV show franchise as a backstory. The focus of developing the game will be that of a space shooter that takes some of the key races that are in the show and allow the player to explore and engage in combat with these races. The project is one of demonstrating a formal development cycle that produces a deliverable as defined by requirements. Thus the outputs that are produced on the path to the primary deliverables completion are important too.

3.1 Project Title

Stargate: Galaxy

3.2 Vision for the Project

The project should provide a full development cycle, and provide a game end product. The game should perform based on the set of requirements as defined in the documentation that defines its functions. Ideally the game will be an enjoyable game for at the very least fans of the Stargate franchise and allow them to involve themselves in the gameplay. The primary vision leading the project though is one of asking the question of “What would happen if the Wraith were to engage in combat with the Ori?” or any other combination of conflicts. Perhaps even the question of “What would happen if there were a battle involving most of the races?”. The project should within the game allow the opportunity for these questions to be answered.

3.3 Scope Statement

As this originally as a concept was to be a very large concept the scope has been reduced and formalised in a way that allows for a complete playable game. The scope for the project has been designed so that the required documentation and the deliverables will be complete within the period of the allowed semester of university. The scope as a general concept for the project is defined in section 4 (the work plan). The scope for the functionality and content of this project will have been adequately covered in the concept proposal and the SRS, thus it shall not be covered in detail here.

4 Critical Assumptions and Constraints

It is assumed that the project has been scaled such that it can be completed within the defined time periods.

Other assumptions based on the projects scope shall be detailed within the other relevant documentation.

5 Work Plan

The following Work Breakdown Structure (WBS) provides a list of the details of each of the identified core portions of the development of this project.

1. System Concept Development
    a. Concept Proposal
        i. Document Editing and Formatting
        ii. Purpose of Documentation
        iii. Introduction
        iv. Background
        v. Description
        vi. Key Features
        vii. Research and Benefits of this Project
        viii. Genre
        ix. Platform(s)
        x. Concept Art
        xi. Market Analysis
        xii. Legal Analysis
        xiii. Storyboard
        xiv. Conclusion
2. Planning
    a. Project Management Plan
        i. Document Editing and Formatting
        ii. Introduction/Background
        iii. Project Overview
            1. Project title
            2. Vision for the project
            3. Scope
        iv. Purpose of the Project and Problem Statement
        v. Critical Assumptions and Constraints
        vi. Work Plan (WBS)
        vii. Outputs
        viii. Implementation Strategy
        ix. Stakeholders
        x. Project Management Framework
        xi. Risks
    b. Meetings
        i. Meeting Minutes
        ii. Action Plans
        iii. Agendas
3. Requirements Analysis
    a. Define Use Cases and Requirements

b. Detailed Functional Requirements Document (SRS)
    i. Document Editing and Formatting
    ii. Table of Contents
    iii. Revision History
    iv. Introduction
        1. Purpose
        2. Document Conventions
        3. Intended Audience and Reading Suggestions
        4. Project Scope
        5. References
    v. Overall Description
        1. Product Perspective
        2. Product Features
        3. Use Cases and Characteristics
        4. Operating Environment
        5. Design and Implementation Constraints
        6. User Documentation
        7. Assumptions and Dependencies
    vi. Specific System Requirements
        1. Individual Use Cases
    vii. External Interface Requirements
        1. User Interfaces
        2. Hardware Interfaces
        3. Software Interfaces
        4. Communications Interfaces
    viii. Other Nonfunctional Requirements
        1. Performance Requirements
        2. Safety Requirements
        3. Security Requirements
        4. Software Quality Attributes
    ix. Other Requirements
        1. Race Requirements
            a. Race Overview
            b. Racial Traits
            c. Ships
            d. Relation to Other Races
            e. Other Important Details
        2. Graphical and Audio Requirements
            a. Model Requirements
            b. 2D Art Requirements
            c. Particle Effect Requirements
            d. Audio Requirements
    x. Conclusion
    xi. Appendix A: Glossary

xii. Appendix B: Elicitation Analysis
xiii. Appendix C: Analysis Models
xiv. Appendix D: Issues List

4. Design
    a. Research
    b. Research summary
    c. Detailed Systems Design document
        i. Document Editing and Formatting
        ii. Table of Contents
        iii. Introduction
        iv. Document Outline
        v. Introduction
        vi. System Overview
        vii. Design Considerations
            1. Assumptions and Dependencies
            2. General Constraints
            3. Goals and Guidelines
            4. Development Methods
        viii. Architectural Strategies
        ix. System Architecture
            1. Subsystem Architecture
        x. Policies and Tactics
        xi. Detailed System Design
            1. Detailed Subsystem Design
        xii. Glossary
        xiii. Bibliography
5. Development
    a. Develop Code
    b. Develop Assets
    c. Create Test Procedures
    d. Prepare Test Files
    e. Test Readiness Review
6. Integration and Testing
    a. Combine Code with Assets
    b. Unit Testing
    c. Integration Testing
    d. System Testing
    e. Test Analysis Reports
7. Implementation
    a. Identify and prioritise issues found in Integration and Testing phase
    b. Resolve issues found during “Integration and Testing” phases
8. Operation and Maintenance
    a. User Installation Guide
        i. Plan sections of guide

    ii. Write guide
    iii. Review guide
  b. User Operations Manual
    i. Plan sections of manual
    ii. Write manual
    iii. Review manual
  c. Post-implementation and In-Process reviews
9. Presentation
  a. Design of visual aids
  b. Plan for vocal presentation
  c. Implementation of visual aids
  d. Execution
10. Weekly Progress Report

6 Outputs

6.1 Milestones

The following table identifies the key milestones that are required for this project.

Milestone	Expected Duration (days)	Start Date	End Date	Frequency (if not once)
Concept Proposal Complete	17	1/08/2011	17/08/2011	
Project Management Plan Complete	17	31/07/2011	16/08/2011	
Meeting Agenda Complete	1			(Weekly)
Meeting Minutes Complete	1			(Weekly)
Meeting Action Plan Complete	1			(Irregular)
Functional Requirements Document (SRS) Complete	13	8/8/2011	21/8/2011	
Determine Research Topics Complete	2	8/8/2011	10/8/2011	
Research Complete	41	10/8/2011	20/9/2011	
Research Summary Complete	25	20/9/2011	15/10/2011	
Systems Design Document Complete	13	29/8/2011	10/9/2011	
Model Assets Complete	40	8/8/2011	17/9/2011	
Other Assets Complete	40	8/8/2011	17/9/2011	
Code Complete	34	22/8/2011	25/9/2011	
Test Procedures Complete	12	5/9/2011	17/9/2011	
Test Files and Test Readiness Review Complete	13	12/9/2011	25/9/2011	
Test Analysis Report Complete	9	26/9/2011	5/10/2011	
Issues Resolved from Test Analysis Report Complete	13	3/10/2011	16/10/2011	
User Installation Guide Complete	6	10/10/2011	15/10/2011	
User Operations Manual Complete	6	10/10/2011	15/10/2011	
Post Completion Report	12	10/10/2011	22/10/2011	
Deliverables Complete		1/08/2011	22/10/2011	
Deliverables Submitted		22/10/2011	4/11/2011	
Presentation preparation Complete	5	23/10/2011	28/10/2011	
Presentation Submitted	1	8/11/2011	8/11/2011	
Personal report or presentation	20	22/10/2011	11/11/2011	

Table 1: Milestones

6.2 Milestone Outputs

The outline of the contents of relevant milestones has already for many of the earlier ones been identified in the work breakdown structure. This section's purpose is to summarise this for each of the milestones; identifying our expected output on a per milestone basis.

Concept Proposal Complete

The concept proposal will identify the product that the group plans to deliver by giving an overview of the concept and other related aspects including the research focus portion of the assignment that will be looked into. The outline for the section will be as follows:

1. Purpose of Documentation
2. Introduction
3. Background
4. Description
5. Key Features
6. Research and Benefits of this Project
7. Genre
8. Platform(s)
9. Concept Art
10. Market Analysis
11. Legal Analysis
12. Storyboard
13. Conclusion

Project Management Plan Complete

The project management plan identifies the planning for how the project will be approached and completed. This document is the project management plan, so by completing this document this goal is self-fulfilled. The project management plan will contain the following sections as based off of the general format covered in a recent project management topic:

1. Executive Summary
2. Introduction/Background
3. Project Overview
    a. Project title
    b. Vision for the project
    c. Scope
4. Purpose of the Project and Problem Statement
5. Critical Assumptions and Constraints
6. Work Plan (WBS)
7. Outputs
8. Implementation Strategy
9. Stakeholders
10. Project Management Framework

11. Risks

Meeting Agenda Complete (Weekly)

The agenda for each week will provide the details of what will be needed for meetings. This set of documents should cover planning for: check-ups on progress since last meeting, confirmation of key points of the previous meeting, any new discussion items that are required, plans for what work will need to be dealt out.

Meeting Minutes Complete (Weekly)

The meeting minutes are associated with the meeting agenda. The meeting minutes should at the very least contain details on the information covered in the key points. Ideally they will include a list of all topics discussed although this is not always possible.

Meeting Action Plan Complete (Irregular)

Action plans may not always be required. They will be needed when the meetings minutes are not sufficient to identify the actions required post-meeting.

Functional Requirements Document (SRS) Complete

The functional requirements documentation will take on the form as follows as a standard software requirements specification (SRS).

1. Table of Contents
2. Revision History
3. Introduction
    a. Purpose
    b. Document Conventions
    c. Intended Audience and Reading Suggestions
    d. Project Scope
    e. References
4. Overall Description
    a. Product Perspective
    b. Product Features
    c. Activities and Characteristics
    d. Operating Environment
    e. Design and Implementation Constraints
    f. User Documentation
    g. Assumptions and Dependencies
5. Specific System Requirements
    a. Individual Activity Diagrams
6. External Interface Requirements
    a. User Interfaces
    b. Hardware Interfaces
    c. Software Interfaces
    d. Communications Interfaces
7. Other Nonfunctional Requirements
    a. Performance Requirements

    b. Safety Requirements
    c. Security Requirements
    d. Software Quality Attributes
8. Other Requirements
    a. Race Requirements
        i. Race Overview
        ii. Racial Traits
        iii. Ships
        iv. Relation to Other Races
        v. Other Important Details
    b. Graphical and Audio Requirements
        i. Model Requirements
        ii. 2D Art Requirements
        iii. Particle Effect Requirements
        iv. Audio Requirements
9. Conclusion
10. Appendix A: Glossary
11. Appendix B: Elicitation Analysis
12. Appendix C: Analysis Models
13. Appendix D: Issues List

Determine Research Topics Complete

A list of what research will need to be done and by whom with any other relevant details should be included with this.

Research Complete

Each of the areas of research as specified by the determined research should have been completed. The formal output for this stage is in the next milestone.

Research Summary Complete

The documentation should provide an overview of the research areas looked into relating how it is relevant to for this project.

Systems Design Document Complete

The document should include areas for:

1. Table of Contents
2. Introduction
3. Document Outline
4. Introduction
5. System Overview
6. Design Considerations
    a. Assumptions and Dependencies
    b. General Constraints
    c. Goals and Guidelines
    d. Development Methods
7. Architectural Strategies
8. System Architecture
    a. Subsystem Architecture
9. Policies and Tactics
10. Detailed System Design
    a. Detailed Subsystem Design
11. Glossary
12. Bibliography

The format for this document is based off of the format found at:
http://www.cmcrossroads.com/bradapp/docs/sdd.html

This document shall be produced alongside code development to allow for some agile design during the process.

Model Assets Complete

Each of the models should be complete and there should be available any mid-progress or pre-creation sketches showing the design process.

Other Assets Complete

Other assets include any audio, graphics for the HUD, and any other graphics that were listed in the asset graphical requirements section of the SRS.

Code Complete

The code being complete means there should be code completing the functional requirements that have been set out to achieve and that the products code is ready for running a battery of tests against it. The code should have already been tested during this phase including some unit testing.

Test Procedures Complete

The test procedures document will include details on what tests will be performed, by who, and any other methods relating to how they will be performed.

Test Analysis Report Complete

The test analysis report will cover the details of all the testing done. It will summarise the results of each test in a pass/fail result system with possible notes. It will provide a conclusion on the results of testing and identify changes that need to be made to the deliverables.

Issues Resolved from Test Analysis Report Complete

The deliverables should have been corrected based on the suggested changes in the test analysis report. And a summary of the changes that have been implemented to correct any issues that were present.

User Installation Guide Complete

This should be a very short document instructing how users should prepare the software for running if there are any steps required. This may be included as part of the user operation manual instead.

User Operations Manual Complete

The user operations manual should identify the core user tasks that may be performed within the deliverable game product.

Deliverables Complete

This outputs completion means the deliverables have been completed for the assignment and is the formal completion point when there should be no further changes to the game or any of the other associated documentation.

Deliverables Submitted

This milestone signifies that the project has been not just completed but also submitted awaiting grading.

Presentation preparation Complete

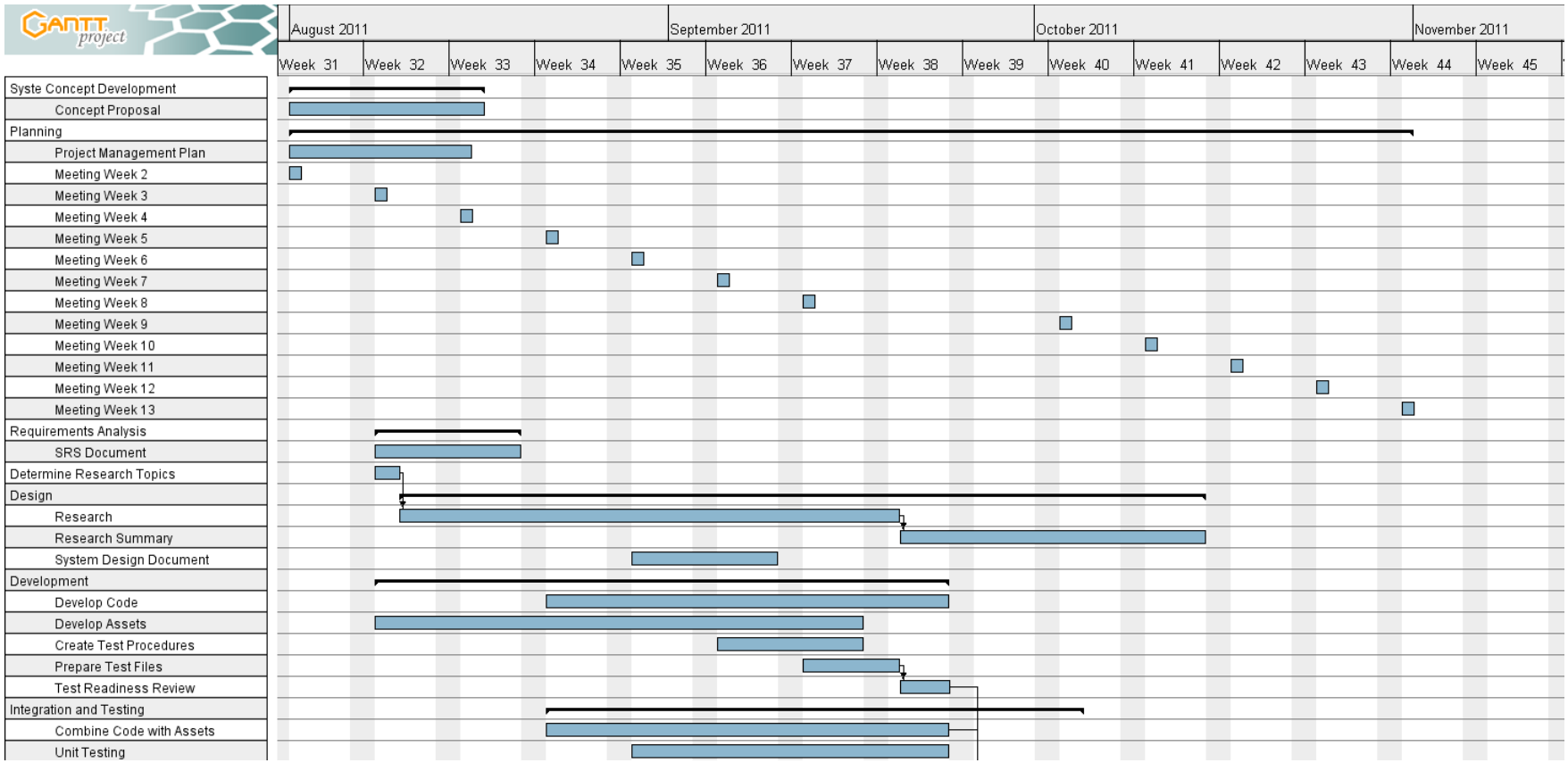
There should be formal preparation for the end presentation completed including any posters or other material that will be used to show off the completed work.

Presentation Submitted

The presentation submission is the completion of the final formal presentation.

7 Implementation Strategy

7.1 Gantt Chart



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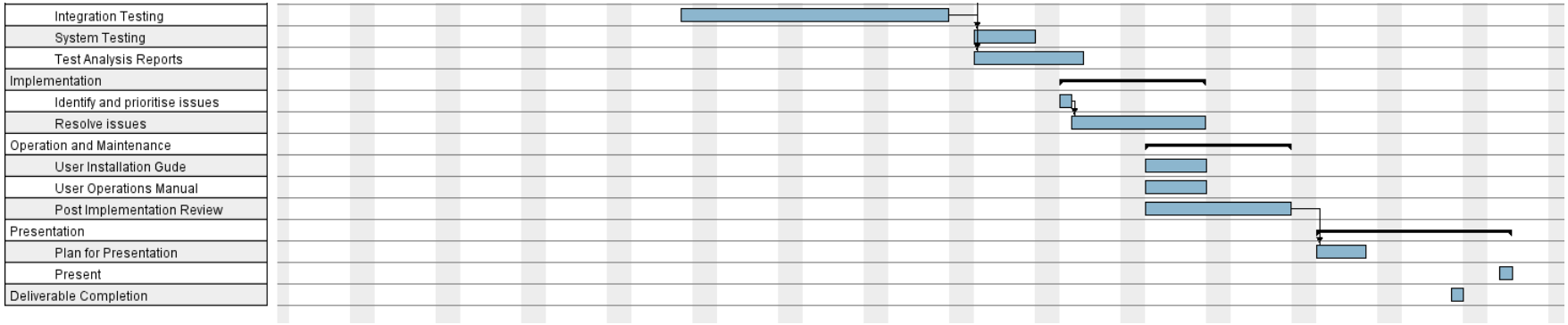


Figure 1: Gantt Chart showing Implementation Strategy

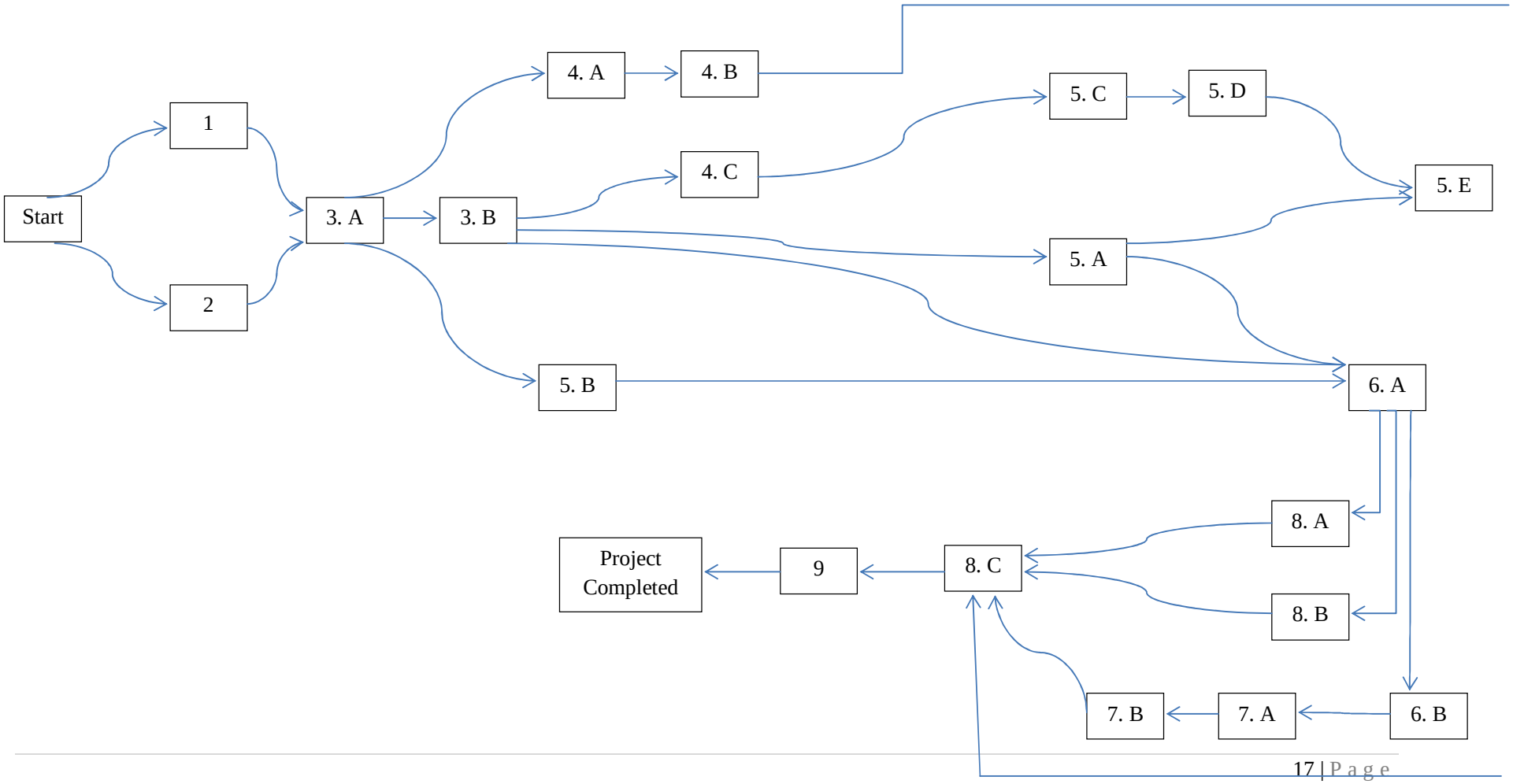
The Gantt chart shown over the previous pages in Figure 1 indicates what stages and goals should be completed within particular time frames. Due to the nature of the program used to create the chart and the highly synchronised approach of our project plan, it was not possible to show all the dependencies. The dependencies can be seen more clearly in the network diagram shown on the following pages.

7.2 Network Diagram

The network diagram displayed on the following page indicates the primary dependencies between components of the project. The project has been structured so that there can be multiple tasks being carried out at the same time as there are enough people to distribute tasks out.

1. Concept Proposal
2. Project Management Plan
3. Requirements Analysis
    a. Define Use Cases and Requirements
    b. Detailed Functional Requirements Document (SRS)
4. Design
    a. Research
    b. Research summary
    c. Detailed Systems Design document
5. Development
    a. Develop Code
    b. Develop Assets
    c. Create Test Procedures
    d. Prepare Test Files
    e. Test Readiness Review
6. Integration and Testing
    a. Combine Code with Assets
    b. Test Analysis Reports
7. Implementation
    a. Identify and prioritise issues found in Integration and Testing phase
    b. Resolve issues found during “Integration and Testing” phases
8. Operation and Maintenance
    a. User Installation Guide
    b. User Operations Manual
    c. Post-implementation and In-Process reviews
9. Presentation

Figure 2: PDM Network Diagram



8 Stakeholders

There are two primary stakeholders in this project.

- The team members who are developing the game and its assets.
- Denise as supervisor to the project under this university topic.
- Any other voiced testers and interested parties.

9 Project Management Framework

9.1 RACI

The table following shows the break-down of Authority (A), Responsibility (R), Consulted (C), and Informed (I). The core tasks of individuals are as follows:

Peter:

- Project Manager
- Lead Programmer
- Lead AI Programmer
- Lead Tester
- Co-lead Editor

Phil:

- Lead Editor
- Lead Stargate Historian
- Gameplay Programmer
- Tester

Andy:

- Lead Graphic Designer
- Lead Concept Artist
- Lead Art Manager
- Lead Effects Director
- Tester

Karlos:

- Co-lead Tester
- Lead UI Designer
- Gameplay Programmer
- Lead Audio
- Tester

Kane:

- Lead Gameplay Programmer
- Co-lead UI Designer
- Tester

Tasks that have been listed to have many people with responsible (R), are typically larger tasks that do have more detailed handing out of tasks. Many of which everyone shall be a part of, but the specific handling of tasks shall be dealt out more specifically when those tasks are reached or in preparation for those tasks.

Tasks	**Peter**	**Andy**	**Phil**	**Kane**	**Karlos**	**Denise**
1. System Concept Development	A	C	C	C	C	C
a. Concept Proposal	A	C	C	C	C	I
i. Document Editing and Formatting	A, R	C	R	C	C	I
ii. Purpose of Documentation	A, R	C	C	C	C	I
iii. Introduction	A, R	C	C	C	C	I
iv. Background	A, R	C	C	C	C	I
v. Description	A	C	C	R	C	I
vi. Key Features	A	C	C	R	C	I
vii. Research and Benefits of this Project	A, R	R	R	R	R	I
viii. Genre	A	C	C	R	C	I
ix. Platform(s)	A	C	C	R	C	I
x. Concept Art	A	R	C	C	R	I
xi. Market Analysis	A	C	C	R	C	I
xii. Legal Analysis	A, R	C	C	C	C	I
xiii. Storyboard	A	C	C	C	R	I
xiv. Conclusion	A, R	C	C	C	C	I
2. Planning	A, R	C	C	C	C	C
a. Project Management Plan	A, R	C	C	C	C	C
i. Document Editing and Formatting	A, R	C	R	C	C	I
ii. Introduction/Background	A, R	C	C	C	C	I
iii. Project Overview	A, R	C	C	C	C	I
1. Project title	A, R	C	C	C	C	I
2. Vision for the project	A, R	C	C	C	C	I
3. Scope	A, R	C	C	C	C	I
iv. Purpose of the Project and Problem Statement	A, R	C	C	C	C	I
v. Critical Assumptions and Constraints	A, R	C	C	C	C	I
vi. Work Plan (WBS)	A, R	C	C	C	C	I
vii. Outputs	A, R	C	C	C	C	I
viii. Implementation	A, R	C	C	C	C	I

Strategy						
ix. Stakeholders	A, R	C	C	C	C	I
x. Project Management Framework	A, R	C	C	C	C	I
xi. Risks	A, R	C	C	C	C	I
b. Meetings	A, R	C	C	C	C	C
i. Meeting Minutes	A, R	C	R	C	C	I
ii. Action Plans	A, R	C	C	C	C	I
iii. Agendas	A, R	C	C	C	C	I
3. Requirements Analysis	A, R	R	R	R	R	C
a. Define Use Cases and Requirements	A, R	R	R	R	R	I
b. Detailed Functional Requirements Document (SRS)	A, R	R	R	R	R	C
i. Document Editing and Formatting	A, R	C	R	C	C	I
ii. Table of Contents	A, R	C	C	C	C	I
iii. Revision History	A, R	R	R	R	R	I
iv. Introduction	A, R	C	C	C	C	I
1. Purpose	A, R	C	C	C	C	I
2. Document Conventions	A, R	C	C	C	C	I
3. Intended Audience and Reading Suggestions	A, R	C	C	C	C	I
4. Project Scope	A, R	C	C	C	C	I
5. References	A, R	C	C	C	C	I
v. Overall Description	A	C	C	R	C	I
1. Product Perspective	A	C	C	R	C	I
2. Product Features	A	C	C	R	C	I
3. Use Cases and Characteristics	A, R	R	R	R	R	I
4. Operating Environment	A	C	C	R	C	I
5. Design and Implementation Constraints	A	C	C	R	C	I
6. User Documentation	A	C	C	R	C	I
7. Assumptions and Dependencies	A	C	C	R	C	I
vi. Specific System Requirements	A, R	R	R	R	R	I
vii. External Interface	A	C	C	C	R	I

Requirements						
1. User Interfaces	A	C	C	C	R	I
2. Hardware Interfaces	A	C	C	C	R	I
3. Software Interfaces	A	C	C	C	R	I
4. Communications Interfaces	A	C	C	C	R	I
viii. Other Nonfunctional Requirements	A, R	C	C	C	C	I
1. Performance Requirements	A, R	C	C	C	C	I
2. Safety Requirements	A, R	C	C	C	C	I
3. Security Requirements	A, R	C	C	C	C	I
4. Software Quality Attributes	A, R	C	C	C	C	I
ix. Other Requirements	A	R	R	C	R	I
1. Race Requirements	A	C	R	C	C	I
a. Race Overview	A	C	R	C	C	I
b. Racial Traits	A	C	R	C	C	I
c. Ships	A	C	R	C	C	I
d. Relation to Other Races	A	C	R	C	C	I
e. Other Important Details	A	C	R	C	C	I
2. Graphical and Audio Requirements	A	R	C	C	R	I
a. Model Requirements	A	R	C	C	C	I
b. 2D Art Requirements	A	R	C	C	C	I
c. Particle Effect Requirements	A	R	C	C	C	I
d. Audio	A	C	C	C	R	I

Requirements						
x. Conclusion	A, R	C	C	C	C	I
xi. Appendix A: Glossary	A, R	R	R	R	R	I
xii. Appendix B: Elicitation Analysis	A, R	R	R	R	R	I
xiii. Appendix C: Analysis Models	A, R	R	R	R	R	I
xiv. Appendix D: Issues List	A, R	R	R	R	R	I
4. Design	A, R	R	R	R	R	C
a. Research	A, R	R	R	R	R	C
b. Research summary	A, R	R	R	R	R	C
c. Detailed Systems Design document	A, R	R	R	R	R	C
i. Document Editing and Formatting	A, R	C	R	C	C	I
ii. Table of Contents	A, R	C	C	C	C	I
iii. Introduction	A, R	C	C	C	C	I
iv. Document Outline	A, R	C	C	C	C	I
v. Introduction	A, R	C	C	C	C	I
vi. System Overview	A, R	C	C	C	C	I
vii. Design Considerations	A, R	C	C	C	C	I
1. Assumptions and Dependencies	A, R					I
2. General Constraints	A, R	C	C	C	C	I
3. Goals and Guidelines	A, R	C	C	C	C	I
4. Development Methods	A, R	C	C	C	C	I
viii. Architectural Strategies	A, R	R	R	R	R	I
ix. System Architecture	A, R	R	R	R	R	I
1. Subsystem Architecture	A, R	R	R	R	R	I
x. Policies and Tactics	A, R	C	C	C	C	I
xi. Detailed System Design	A, R	R	R	R	R	I
1. Detailed Subsystem Design	A, R	R	R	R	R	I
xii. Glossary	A, R	R	R	R	R	I
xiii. Bibliography	A, R	R	R	R	R	I
5. Development	A, R	R	R	R	R	I
a. Develop Code	A, R	R	R	R	R	I
b. Develop Assets	A	R	C	C	C	I
c. Create Test Procedures	A, R	R	R	R	R	C

d. Prepare Test Files	A, R	C	C	C	R	C
e. Test Readiness Review	A, R	C	C	C	R	C
6. Integration and Testing	A, R	R	R	R	R	I
a. Combine Code with Assets	A, R	R	R	R	R	I
b. Unit Testing	A, R	C	R	R	R	I
c. Integration Testing	A, R	*C*	R	R	R	I
d. System Testing	A, R	R	R	R	R	I
e. Test Analysis Reports	A, R	C	R	R	R	C
7. Implementation	A, R	R	R	R	R	C
a. Identify and prioritise issues found in Integration and Testing phase	A, R	R	R	R	R	I
b. Resolve issues found during "Integration and Testing" phases	A, R	R	R	R	R	I
8. Operation and Maintenance	A, R	R	R	R	R	C
a. User Installation Guide	A	R	C	C	C	I
i. Plan sections of guide	A, R	R	R	R	R	I
ii. Write guide	A, R	R	R	R	R	I
iii. Review guide	A, R	R	R	R	R	I
b. User Operations Manual	A, R	R	R	R	R	I
i. Plan sections of manual	A, R	R	R	R	R	I
ii. Write manual	A, R	R	R	R	R	I
iii. Review manual	A, R	R	R	R	R	I
c. Post-implementation and In-Process reviews	A, R	R	R	R	R	I
9. Presentation	A, R	R	R	R	R	C
a. Design of visual aids	A, R	R	R	R	R	I
b. Plan for vocal presentation	A, R	R	R	R	R	I
c. Implementation of visual aids	A, R	R	R	R	R	I
d. Execution	A, R	R	R	R	R	C
10. Weekly Progress Report	A, R	R	R	R	R	I

Table 2: RACI chart

9.2 Quality Checklist

The following series of checklists are to ensure that everything in the project is completed as expected.

9.2.1 Deliverable Checklist

Description: A checklist of all the deliverables to ensure everything is completed on an overall scale.

Deliverable	Completed
Concept Proposal	
Project Management Plan	
Functional Requirements Document (SRS)	
Research Summary	
Detailed Systems Design Document	
Completed Code	
Completed Model Assets	
Completed Other Assets	
Test Procedures	
Test Files	
Test Readiness Review	
Test Analysis Report	
Resolved Code	
User Installation Guide	
User Operations Manual	
Post-implementation review	
Presentation	
Completed Deliverable	

9.2.2 Document Checklist

Description: A checklist of information to check when reviewing documents.

Checklist Item	Completed
No spelling errors.	
Correct and consistent formatting.	
Includes: Header/Footer/Title page/Contents Page	
(optional): Includes: Tables and Figures page, and Document Revisions page	
Tables and Figures are all labelled	
Documents reference other documents correctly	
Document makes sense.	

9.2.3 Asset Checklist

Description: A checklist of information to check when reviewing art assets.

Checklist Item	Completed
Looks “good”.	
Includes any required associated elements (animation, skinning, named bone, collision mesh, destroyed version)	
Contains a reasonable number of polygons and vertices	
Can be imported into Unity	

9.2.4 Art Asset Item Checklist

Description: A checklist of all the art assets required for the project so that they can be checked off.

Checklist Item	Completed
Model: Asgard Mothership	
Model: Ori Mothership	
Model: Goa'uld Ha'tak	
Model: Goa'uld Anubis's Flagship	
Model: Wraith Cruiser	
Model: Wraith Hive Ship	
Model: Human Prometheus class battle cruiser (X-303)	
Model: Human Daedalus class battle cruiser (BC-304)	
Model: Replicator ship	
Model: Super gate	
Optional Model: Destiny (random appearance makes it optional)	
Optional Model: Defence Satellite	
2D art: HUD Elements	
2D art: HUD Starmap	
2D art: Main menu	
Model/Generated: Planet sphere with minimum 2-3 planet textures and 1 sun texture	
Skybox texture with simple stars background	
Particle Effect: Continuous Laser (Blue + Yellow)	
Particle Effect: Small/Large energy "ball" fire (Blue+Yellow+Purple with white centre)	
Particle Effect: Rail Gun burst (Yellow)	
Particle Effect: Rocket (rocket appearance + fire at end)	
Particle Effect: Replicator special attack	
Particle Effect: Explosion	
Particle Effect: Blue/Yellow fire	
Effect: Entering/Exiting Hyper space	
Effect: In Hyper Space	
Effect: Stargate	
Audio: Explosion	
Audio: Weapon fire	
Audio: Warning Noise	
Audio: Background music (flying around, in battle, main menu – 2 to 3 for each except for main menu)	

9.3 Quality Metrics

A few quality metrics related to this project include:

- Project grade: Meet standards of a Distinction or higher in quality.
- External tester satisfaction: Meets an average of 75.0 on a 100.0 scale for a variety of factors that testers shall evaluate based on.
- Time: Completion of the task occurs within the expected overall timeframe.

9.4 Communications Plan

Stakeholder Communications Requirements

This project involves a number of people who are developing a game and requires communication between the team and the stakeholder (or project supervisor) who in this case is Denise. She, the stakeholder, needs to be informed at least weekly of the progress.

Communications Summary

The following table summarises the stakeholders, the communication method, who produces the communication and when those communications should be distributed or how often updates should be received.

Stakeholders	**Communications Name**	**Delivery Method / Format**	**Producer**	**Due Date / Frequency**
Project Manager	Weekly Status Report	Voiced with possible accompanying information	Project Manager	Monday Morning at 9am
Team Members (with Denise present at one a week)	Weekly Meeting	Email, FLO discussion board, Skype	Various Team Members	Monday 2PM in ENGR336 Monday 11AM (with Denise)

Table 3: Communication Plan

Guidelines

- Make sure that communications between stakeholders use common terms and avoid the use of technical jargon. If communication is not completely understood contact the other party directly to check rather than assuming.
- For written project communications use templates as much as possible to help to avoid confusion.
- For communications ensure that they are appropriately titled and dated and ensure that the recipient acknowledges the communication

Escalation Procedures for Resolving Issues

Issues should attempt to be resolved involving as few people as possible. If the issue cannot be resolved easily then the immediate supervisor should be involved. If the issue is of critical important to the project or time-sensitive then the supervisor should be contacted immediately in order to ensure the quickest conclusion to the issue.

Revision Procedures for this document

Any major significant additions to this document will need to be approved by the project manager and/or supervisor. The revision date and time will be marked at the top of the document.

10 Risks

10.1 Risk Identification

There are a number of risks that have been identified for this project. They have been categorized into relevant categories.

Personnel

1. An individual withdraws from the group
2. An individual does not attend meetings (without good reason)
3. An individual does not complete the work that has been set for them

Operations

4. A task takes longer than expected
5. A task takes less time than expected
6. Data backup plans

Information

7. Data storage on one of our computers fails

Probability	High			4, 6, 7
	Medium		3, 5	
	Low		2	1
		Low	Medium	High
		Impact		

Table 4: Risk Probability/Impact Matrix

10.2 Controlling the Risk Events

Personnel

1. An individual withdraws from the group

   This event is unlikely, but its impact would be high. Each individual has particular abilities that they bring. In the case that one withdraws from the group or topic for any reason, a revaluation of the scope and expected outcomes for work will be required.

2. An individual does not attend meetings (without good reason)

   Meetings do not always require attendance by everyone. If it is expected that an individual is supposed to be at a meeting and they have no reasonable reason for their being missing then they will be warned. Multiple breaches of this risk may need to result in further evaluation of circumstances.

3. An individual does not complete the work that has been set for them

   This is expected to be because they have not had adequate time to complete the task. The work shall be re-assigned if required to another individual. This should allow the dynamic managing of workloads.

Operations

4. A task takes longer than expected

   The milestone dates should be revaluated and if there are modifications that need to be made to the scope to make it manageable this should be discussed with the project supervisor.

5. A task takes less time than expected

   If tasks take less time this will be a welcomed risk. It will allow for more time to polish and tune the documents; thus, allowing potentially more time to work on other deliverables too.

6. Data backup plans

   In the case of total failure of the data backup plans in which all data is lost, the project supervisor should be notified and immediate action and planning undertaken by all group members. This should not occur as there should be large redundancy for data. Please see “Data storage on one of our computers fails” for more.

Information

7. Data storage on one of our computers fails

   Data should be backed up by all group members at any key stages or during progress over multiple HDDs and/or computers. The data should also be stored externally in at least one location to each of the group members' homes.