# Milestone 1

Lauren Matthews

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# Agenda & Meeting Minutes

**Date:** February 10, 2024

**Attendees:** Ashari Joiner, Lauren Matthews, Benito Reyes, Kellen Edouard

**Agenda Items:** Deciding milestone 1 tasks

**Decisions made:**

Lauren is the project manager and will complete the Project Charter

Ashari will do the team contract

Benito will do the SWOT analysis

Kellen will do the Budget, Scope, & Time Estimates

# Project Charter

# **PROJECT CHARTER**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1. General Project Information** | | | | | | | | |
| **Project Name:** | | | **GameVortex** | | | | | |
| **Executive Sponsors:** | | | **Vanessa Coote** | | | | | |
| **Department Sponsor:** | | | **Vanessa Coote** | | | | | |
| **Impact of project:** | | | Visibility for small game developers in the gaming industry | | | | | |
| **2. Project Team** | | | | | | | | |
|  | **Name** | | | **Department** | | **Telephone** | **E-mail** | |
| **Project Manager:** | Lauren Matthews | | | Exec. Management | | (573)639-2678 | [lauren1.matthews@famu.edu](mailto:lauren1.matthews@famu.edu) | |
| **Team Members:** | Ashari Joiner | | | Design | | ()- | [ashari1.joiner@famu.edu](mailto:ashari1.joiner@famu.edu) | |
|  | Kellen Edouard | | | Development | | ()- | [kellen1.edouard@famu.edu](mailto:kellen1.edouard@famu.edu) | |
|  | Benito Reyes | | | Quality Assurance | | ()- | [benito1.reyes@famu.edu](mailto:benito1.reyes@famu.edu) | |
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| **3. Stakeholders *(e.g., those with a significant interest in or who will be significantly affected by this project)*** | | | | | | | | |
| Developers, Gamers, Gaming Industry Associations, Technology Providers, Marketing Partners | | | | | | | | |
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| **4. Project Scope Statement** | | | | | | | | | |
| **Project Purpose / Business Justification** *Describe the business need this project addresses* | | | | | | | | | |
| The purpose of GameVortex is to offer a curated marketplace where small gamers can promote and sell their games directly to a diverse audience of gamers. | | | | | | | | | |
| **Objectives (in business terms)** *Describe the measurable outcomes of the project, e.g., reduce cost by xxxx or increase quality to yyyy* | | | | | | | | | |
| 1. Design and develop a user-friendly and scalable gaming platform and marketplace  2. Have a diverse game catalog | | | | | | | | | |
| **Deliverables** *List the high-level “products” to be created (e.g., improved xxxx process, employee manual on yyyy)* | | | | | | | | | |
| 1. Functional GameVortex application  2. Game catalog  3. Community Features  4. Game preview and reviews | | | | | | | | | |
| **Scope** *List what the project will and will not address (e.g., this project addresses units that report into the Office of Executive Vice President. Units that report into the Provosts Office are not included)* | | | | | | | | | |
| This project will develop and deploy the GameVortex platform including all necessary components for functionality. The platform will allows developers to upload their games for purchase to users. This project does not involve the development of games themselves, manufacturing of gaming equipment, or game testing and quality assurance. | | | | | | | | | |
| **Project Milestones** *Propose start and end dates for Project Phases (e.g., Inception, Planning, Construction, Delivery) and other major milestones* | | | | | | | | | |
| Milestone 1: 02/11/2024  Milestone 2: 03/03/2024  Milestone 3: 03/31/2024  Milestone 4: 04/07/2024 | | | | | | | | | |
| **Major Known Risks (including significant Assumptions)** *Identify obstacles that may cause the project to fail.* | | | | | | | | | |
| |  |  | | --- | --- | | **Risk** | **Risk Rating (Hi, Med, Lo)** | | Technical Challenges | High | | User Adoption and Engagement | Medium | | Market Competition | Medium | | | | | | | | | | |
| **Constraints** *List* a*ny conditions that may limit the project team’s options with respect to resources, personnel, or schedule (e.g., predetermined budget or project end date, limit on number of staff that may be assigned to the project).* | | | | | | | | | |
| Limited availability of team members, time constraints, technical constraints, | | | | | | | | | |
| **External Dependencies** *Will project success depend on coordination of efforts between the project team and one or more other individuals or groups? Has everyone involved agreed to this interaction?* | | | | | | | | | |
| External dependencies are development frameworks and libraries and sponsor approval | | | | | | | | | |
| **5. Communication Strategy** *(specify how the project manager will communicate to the Executive Sponsor, Project Team members and Stakeholders, e.g., frequency of status reports, frequency of Project Team meetings, etc.* | | | | | | | | | |
| The project manager will communicate with project team members through GroupMe and face-to-face meetings and will speak with sponsors through email. Project team meetings will take place once a week. | | | | | | | | | |
| **6. Sign-off** | | | | | | | | | |
|  | | | **Name** | | | **Signature** | | | **Date (MM/DD/YYYY)** |
| **Executive Sponsor** | | | Vanessa Coote | | |  | | |  |
| **Department Sponsor** | | | Vanessa Coote | | |  | | |  |
| **Project Manager** | | | Lauren Matthews | | | ***Lauren Matthews*** | | | 02/18/2024 |
| **7. Notes** | | | | | | | | | |
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# SWOT Analysis

**Strengths:**

1. Competitive prices with the preexisting plateforms: The cuts we will be taking from the games the studios give to us will be much lower then the preexisting platforms and that will be because we will have studios working under us and providing them with funding for games and for the studios we will not be funding we will offer a set price or a flexible percentage for said games.
2. Niche market focus: GameVortex will be focusing on bringing in studios to work for the company to produce these games and sell them onto the GameVortex platform which is very new to the market, most other competitors simply produce games and sell them to the markets.
3. Strategic partnerships: GameVortex will additionally focusing on building relationships with studios and companies to establish that we are the best markets for companies to go to and in turn driving the profits of other markets down and eventually making us the biggest market in the industry.

**Weaknesses:**

1. Limited resources: As an organization just starting out it will be VERY difficult to build relationships and bring in studios to develop for us immediately and therefore the goal of the company will take time to bring into fruition.
2. Lack of awareness: The preexisting markets for games are already extablished and strong in their domain while GameVortex will have to carve it's niche and have patience for the true strengths to come to life.

**Opportunities:**

1. Growing demand for more cooperative markets: A big contention in the current game market industry is that companies want a market that will not be taking high percentages from their game profits and GameVortex are aiming to be just that market and more.
2. Collaboration potential: The Game development companies are used to a dry business interaction with game markets but GameVortex aims to change that by developing personal relations with these companies and helping out the smaller game development companies and even create new ones with the sole aim of being an inviting market for game development companies to approach.

**Threats:**

1. Competition from established markets: GameVortex faces the challenge of having to gain traction initially and the established markets are a very big threat, threatening to overshadow GameVortex merely by already being established markets and business partners for game development companies and will sway companies from taking a chance on GameVortex in the face of a less risky partner.
2. Rapidly evolving industry: The longer GameVortex waits to initiate the company, the more companies aim to do the exact same and threaten to beat GameVortex at becoming the all encompassing game market or alternatively the already established markets branching out into becoming an all encompassing market.

# Budget, Scope, & Time Estimates

|  |  |  |  |
| --- | --- | --- | --- |
| Task | Start Date | End Date | Duration (days) |
| Inception | 01-20-2024 | 01-28-2024 | 8 days |
| Project Initiation | 01-29-2024 | 02-11-2024 | 13 days |
| Planning | 02-12-2024 | 03-03-2024 | 20 days |
| Design and Development | 03-04-2024 | 06-02-2024 | 90 days |
| Implementation | 06-03-2024 | 04-28-2024 | 30 days |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Task | Labor (hours) | Cost per hour | Non-labor cost | Total cost |
| Inception | 64 hours | $50 | $100 | $3300 |
| Project Initiation | 104 hors | $50 | $1000 | $6200 |
| Planning | 160 hours | $50 | $2000 | $10000 |
| Design and Development | 720 hours | $50 | $3000 | $39000 |
| Implementation | 240 hours | $50 | $1500 | $13500 |

Team Contract

**Project Team Contract**

Team Name: Blue Date:02/11/2024

|  |
| --- |
| GOALS: What are our team goals for this project?  What do we want to accomplish? What skills do we want to develop or refine? |
| Our goal as a team is to successfully build and organize GameVortex. We would like to build our project planning skills and refine our programming skills. |
| EXPECTATIONS: What do we expect of one another in regard to attendance at meetings, participation, frequency of communication, the quality of work, etc.? |
| We expect every member to participate in all assignments and planning. We will communicate twice a week with updates to the project and timeline. Meetings will be planned around everyone’s schedule, so members are expected to attend unless they have previous obligations. We will put our best work into every task and the project as a whole. |
| POLICIES & PROCEDURES: What rules can we agree on to help us meet our goals and expectations? |
| We will respectfully communicate with each other. We will ensure all work is distributed evenly and everyone knows their roles and responsibilities. We will set clear milestones and check-ins to ensure the quality of each other’s work. |
| CONSEQUENCES: How will we address non-performance in regard to these goals, expectations, policies and procedures? |
| The first claim of nonperformance will be a discussion between team members to help with any troubles. The following claim will be another talk with the project leader. A third claim will then be taken to the project sponsor. |

We share these goals and expectations, and agree to these policies, procedures, and consequences.

Ashari Joiner

Team member name

Benito Reyes

Team member name

Lauren Matthews

Team member name

Kellen Edouard

Team member name

# References

How Much Does it Cost to Build an Online Platform. Retrieved February 11, 2024, from <https://www.aalpha.net/articles/how-much-does-it-cost-to-build-an-online-platform/#:~:text=Employ%20an%20agency&text=In%20addition%20to%20intelligent%20website,project%20and%20several%20other%20factors>.

Cost Estimating and Assessment Guide. Retrieved February 11, 2024, from <https://www.gao.gov/assets/gao-20-195g.pdf>