**Art Lead -** Document all visual elements in the project.  
*How many different types of sprites are there? How many are variations on the same asset?*  
*How many different animations are there? What objects are they tied to?*  
*How are the elements arranged?*

**Design Lead –** Document level design and player behavior

*How high does the character jump relative to other objects/the character’s height?*  
*How fast does it take the player to move to a given distance?*  
*Where are enemies placed and how do they move, how tough are they?*  
*What is the overall layout of the level?*

**Sound Lead –** Document all audio elements in the project.

*How many different sounds are there? Are they unique sounds or variations on the same asset?*  
*Where and when do the audio assets appear? What triggers them to play and stop?*

**Tech Lead –** Document systems and interactions.

*What behaviors are driven by game systems or scripts?*  
*What systems are required for the game to be playable?*

Director will use this information to decide a plan of action.

Producer will consolidate this information to be used by the team.