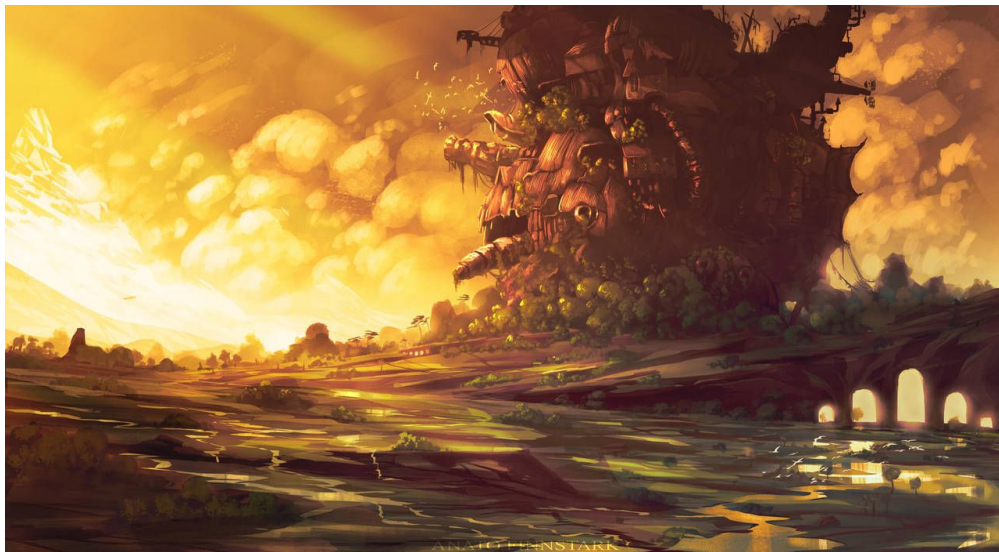


DATA MANAGEMENT DOCUMENT

HOWL'S MOVING CASTLE AND THE BLOOMSTONE VALLEY



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Purpose: This document presents the guidelines for data management that must followed by all members of the project. These guidelines are shared by all members, without exceptions, in order to keep data in order and avoid problems arising from the use of different software or software versions.

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Current owner: Giacomo Romanello

Last modification: 21 November 2018

Revision History		
Who	Date (YY/MM/DD##)	Comment
Giacomo	18/11/07	Creation of this document from existing first draft
Simone	18/11/08	Added Photoshop to Editing SW
Giacomo	18/11/08	Document revision for Milestone
Giacomo	18/11/21	Added logo placeholder
Giacomo	18/11/21	Made changes discussed with prof. Maggiorini
Alessandro	18/11/27	Review and minor changes.
Giacomo	18/12/07	Added SketchUp
Alessandro	19/01/10	Document revision
Giacomo	19/01/24	Logo Update

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SOFTWARE LIST

This is a detailed list of all the software used by the Bearded Animals team for this project. When a condition for a software or format is specified it must be met by the user. When there is no specified condition for an element, the user may use whatever he or she considers best suited for the project. When this occurs please contact the manager of this document to update the document.

ASSET EDITING SOFTWARE

SW NAME	VERSION	PLATFORM
Paint.NET	4.1.4	Windows
Gimp	2.8.20	Windows
Draw.io	9.3.1	Web
Google Docs	Online	Web
SketchUp Free	Online	Web

DEVELOPMENT SOFTWARE

SW NAME	VERSION	PLATFORM
Aurora	TBD	Windows

ORGANIZATION SOFTWARE

SW NAME	VERSION	PLATFORM
Trello	Online	Web
Google Drive	Online	Web

ENVIRONMENTS

Multiple OS environments are allowed:

- Windows 10

DATA TYPES AND FORMAT

TEXT

Documents containing character story-related information must be in **.gdoc** and may contain images and other multimedia files following the constraints below.

Documents final version must use **.pdf** file extension and all use the same format for the font, font size and layout.

Level Design Document : use headers and font settings set as the document default style.

IMAGES

Multiple formats are allowed for certain files. The constraints specified in the info section must be met regarding the format. Size in XxY pixels may not be specified for some cases.

Use	Format	Info
Reference Images	PNG - JPEG	300 dpi
Documentation & Templates	PNG - JPEG	300 dpi
Vector Graphics	SVG - PDF	
Character Icons	PNG - JPEG	300 x 300 px

SOUNDS

Sounds accepted format: **WAW**, **M4A**

DIAGRAMS

Use Draw.io for diagrams and flowchart. Save the file both as native Draw.io and then export it. **Do not** edit the exported files, edit the original **draw.io** file and export again following the naming conventions.

3D MODELS

Use SketchUp Free (or Pro version) to create the 3D model. Save as **.skb** file.

DATA STORAGE AND ACCESS

Shared Data Manager: Giacomo Romanello

The shared data for the project is hosted on Google Drive to maximize integration with Google Docs.

Google Drive gives an activity panel for versioning and reviewing all operations made on a single file in the last 30 days. Based on the nature and scope of the project, this limitation is acceptable since most documents won't be source code files. More advanced versioning functionalities such as those offered by GIT are considered unnecessary for this project, so we preferred to rely more on Google Drive for better usability and familiarity.

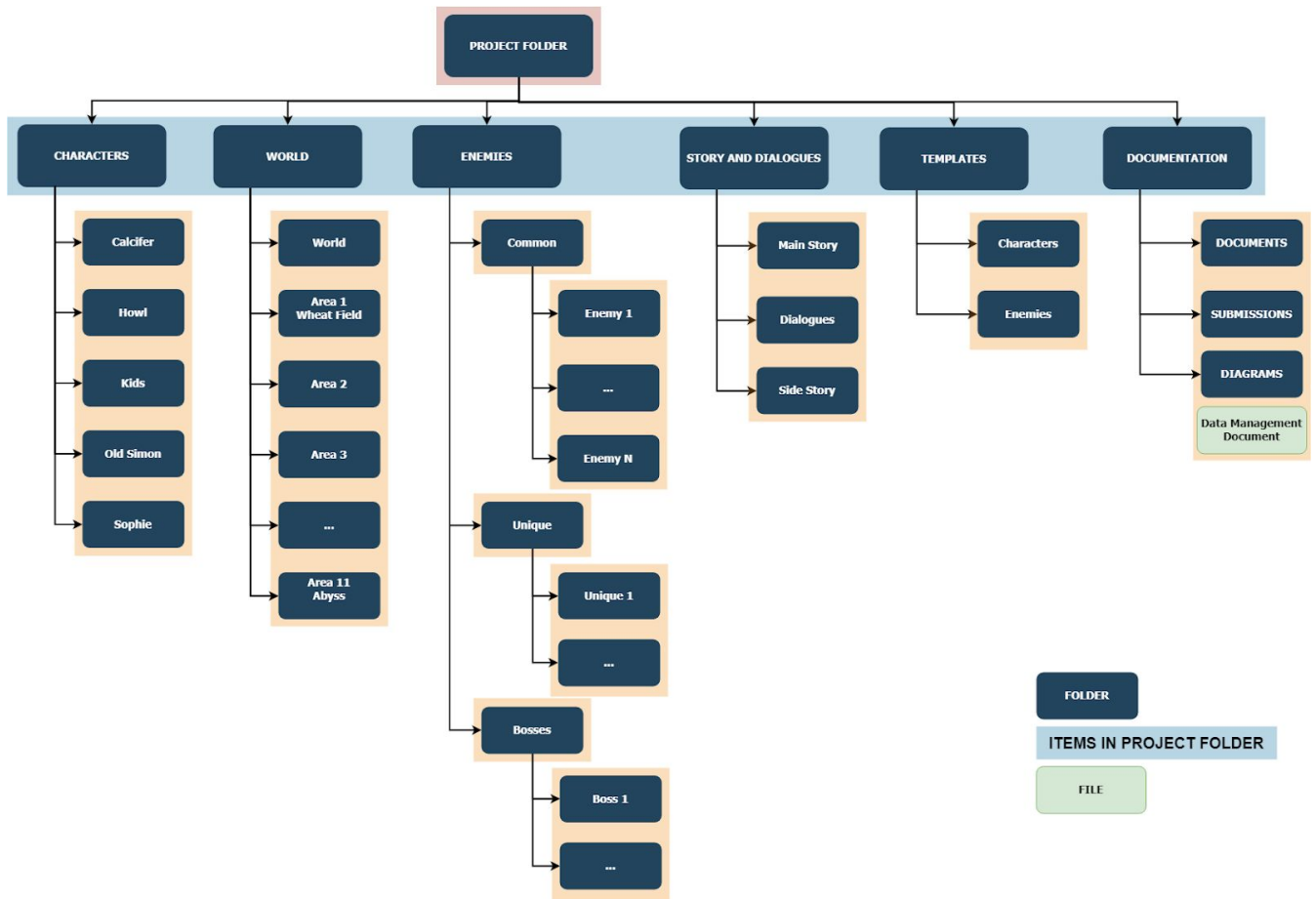
To access the shared data write to giacomoromanello@gmail.com .

BACKUP POLICIES

Backup Manager: Giacomo Romanello

Google Drive saves all the changes made in the past 30 days. In addition to this recovery method an additional backup policy is set.

Every thursday and sunday at 23:50 CET a backup of the whole project is done. The file is zipped and uploaded to Dropbox cloud service and stored on a external hard drive.



DIRECTORY STRUCTURE

The directory tree sorts files according to their logical category and file type. If a new file has to be saved follow the diagram above to know where is the right place to save it.

Each file can only be present in one location, do not place multiple copies of the same file in different folders.

Documents specified in this diagram must be specifically kept in the corresponding location.

NAMING CONVENTIONS

All files in the project must follow the guidelines and naming conventions here described:

Type	Naming Convention	Example
Text document	Name.gdoc	Sophie.gdoc
Image	Object(_Function-Number).png	Sophie_Circumplex-1.png
Icon	Char-Name_Icon.png	Howl_Icon.png

LINKS TO SOFTWARE

Name	Version	Link
Draw.io	Online	https://www.draw.io/