

2020 Subject & Assessment Guide

Production Planning

ICT50215

Diploma of Digital and Interactive Games

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Production Planning

Units of Competency

The units of competency that are covered in this subject are as follows:

[BSBCRT501](#) - Originate and develop concepts

[ICTGAM523](#) - Collaborate in the design of 3-D game levels and environments

Assessment processes and competency evidence requirements are described in the *Assessment Criteria* section below. If you have prior or other evidence against competency you should discuss this with your teacher.

Subject Overview

Overall Learning Outcomes

- Identify the requirements requested from a client
- Prepare and present multiple proposals to address a client's requirements
- Seek feedback and agreement from a client for a proposal
- Document the details that describe an approved project

Subject Description

This subject is about identifying the requirements needed by a client and proposing and documenting a project proposal to address those requirements.

You'll first receive a client brief that will outline a client's request. You'll need to break down this client brief into a detailed description in your planning documentation. This documentation will house a full description of the client and what they need.

Your second task is to create *more than one* proposal that can address the needs of the client and present these proposals to them for review. You'll need to collect feedback and approvals from your client to process.

You will then produce a Production Brief document detailing the agreed production. This document will be supplemented with Technical Documentation, Games Design Documents and Art Bibles as required by the project in question.

This documentation will then need to be approved by the client.

Industry Relevance

Understanding the roles of each discipline within a studio is important for a team to successfully work together on creative endeavours. Proposing creative solutions and Planning projects are skills and knowledge directly relevant to the operations of creative studios around the world.

Assumed Knowledge

- Basic knowledge of preparing game projects

Assessment Criteria

Assessment Description

Assessment Milestones

Please refer to your Class Schedule for actual dates on your campus

General Description

For this assessment you will be working in teams to plan the development of a project. You will be provided with a client brief and other documentation that will act as guidelines to help with your project planning. Alternatively, through discussion with your teacher, you may source alternative client briefs.

During this assessment you will not be required to develop the project; just plan it and develop pre-production materials. The assessment is related specifically towards the planning and understanding of the project scope and what is involved in the development of a team-based project. You will present your ideas to peers and selected stakeholders and seek their feedback.

Upon completion of this assignment, you will have demonstrated a strong understanding of how teams develop projects and what they can achieve within a given time frame. Additionally, you will develop an understanding of the roles each discipline brings to a project.

Client Briefs

Several client briefs have been provided for you and are available on the Canvas page for this subject <https://aie.instructure.com/courses/111/pages/Concepts%20and%20Projects?titleize=0>.

Your teacher may distribute alternative client briefs, or you may source your own client brief upon consultation and negotiation with your teacher.

The only requirement when selecting a client brief to work on is that your final documentation must reflect a 3D game. You should take care to ensure your selected client brief allows for a 3D implementation.

Although your team will select only one client brief, you are to prepare and propose at least **two** concepts that will address the client's requirements, substantiated and supported with sufficient information to allow implantation to occur.

Required Tasks

To complete this assessment and gain competency in this subject, you will need to complete the following tasks (in this order):

1. Collect the client brief.
2. Break down the client brief into your planning documentation.
 - a. Refer to the section titled *Primary Documentation* for specific requirements.
3. Propose **more than one** creative idea that will address the client's requirements.
4. Present these ideas as proposals to the client and stakeholders for approval and feedback.
 - a. This will be assessed as a presentation to your teacher and classmates, and may potentially include an industry panel to give feedback on your proposed solution.
 - b. Refer to the section titled *Presentation* for specific requirements.
5. Document in detail the approved proposal within a Production Brief.
6. Prepare additional production documentation that may include Technical Design Documents, Games Design Documents, Art Bibles and Storyboards as necessary for the approved proposal.
 - a. The specific documentation required will be determined by the specialisations of the students in your team.
 - b. Refer to the section titled *Secondary Documentation* for specific requirements.
7. Submit the Production Brief and additional documentation for approval.
8. Complete a project evaluation.

The specific deliverables for this subject are described below.

Primary Documentation

The primary documentation to be delivered consists of:

- Planning documentation
- The final Production Brief

Planning Documentation:

The specific requirements to achieve competency for this piece of evidence are detailed in the item *Planning Documentation* in the table *Assessment Tasks and Evidence Descriptions* below.

The planning documentation consists of a single document that identifies all the key information from the client brief. It will contextualise and expand on the information extracted from the client brief, and is used as a requirements document that guides the development of all documentation and planning activities that follow.

Specifically, the planning document must include the following (but may include more information as required according to your project):

- Name and Contact details of stakeholders who are to be involved in the consultation and approval process, including all team members.
- The client's budget.
- Client objectives, goals, genre, themes and an overview of what is required.
- Deliverables, requirements and specifications for both the final product and the presentation of the proposal.
- An overview of the market demographics including references to competitors.
- Any specific inclusions, legal requirements or special requests from the client.

- An overview of the production schedule and production team size including any special skills, software or hardware needed.

The Final Production Brief:

The specific requirements to achieve competency for this piece of evidence are detailed in the item *Production Brief* in the table *Assessment Tasks and Evidence Descriptions* below.

The production brief is a single document that identifies all the key information for a single proposal to address the client brief. In a typical client project, after analysing and assessing the client brief your team would return to the client with a proposal that details the specifics of what they will build.

The production brief is used to remove any ambiguity in the initial client brief, to clarify the features and functionality of the final deliverable (i.e., the game), and can ensure that your team is protected from any sudden requirements changes not included in the initial client brief (which could have serious financial implications).

Your production brief must include the following information, but may contain more information depending on the specific project:

- A short synopsis of production proposal (i.e., a summary).
- A schedule of production milestones.
- A list of production team members, skills, duties and responsibilities.
- A production asset list.
 - For at least one level you must completely catalogue the required objects of the level environment
- A short description of the production methodology.
- Final deliverables detailed with production specifications, formats and other necessary requirements.
- Tools, hardware and software requirements.
 - This must include the appropriate 3-D modelling and animation software, and painting, shading and texturing software that can be used to create 3-D environments
- A budget breakdown.
 - Budgets in work-hours are preferable to dollars.

Secondary Documentation:

The specific requirements to achieve competency for this piece of evidence are detailed in the item *Production Brief* in the table *Assessment Tasks and Evidence Descriptions* below.

The secondary documentation will, together with the production brief, clearly define what is to be built along with specifics details regarding how the features and functions of your proposed game will be implemented.

The specific documentation your team will be required to produce will be determined by the composition of specialisations within your team. For example, a team without designers may not need to submit the Game Design Document. Your teacher will provide clarification for any teams not consisting of all three specialisations (programming, design and art).

The specific secondary documents required are:

- The Technical Design Document,
- The Game Design Document,

- The Art Bible, and
- Storyboards

The format and contents of each document is detailed in the resources provided on the Canvas page for this subject (<https://aie.instructure.com>).

Presentation

The specific requirements to achieve competency for this piece of evidence are detailed in the item *Presentation of Proposals* in the table *Assessment Tasks and Evidence Descriptions* below.

Your project proposal must be presented to the client in an appropriate format. This is standard within the industry when pitching a new project or bidding for a contract. For the purposes of this presentation, the client may be represented by your teacher or an industry panel.

Your team is to present the multiple concept proposals that have been developed so that the client may select one for approval. The presentation itself will need to exhibit the following features:

- The presentation will need to conform to any presentation requirements asked for by the client, which may include:
 - Oral Presentation
 - Video Presentation
 - Sell Sheets and Marketing Mock-ups

Your teacher will inform you of the required format required for your team's presentation.

- The presentation must have a goal, an overview and a summary; you'll need to make these clear to your audience.
- The presentation must contain appealing visual and marketing aids.
- The presenter must engage with the audience.
- The presentation itself should generally be no longer than 8 minutes in length. Your teacher will confirm timing requirements along with any other constraints.
 - Presentations significantly over or under any timing requirements will not demonstrate competence.
- During the presentation you must collect and document feedback from the client.
- The presentation should conclude with the client selecting one of the proposals for approval.

Project Evaluation

The specific requirements to achieve competency for this piece of evidence are detailed in the item *Evaluation* in the table *Assessment Tasks and Evidence Descriptions* below.

The final document to produce is an individual reflection and project evaluation. After any significant project, especially group projects, it is important to reflect on our performance over the duration of the project and identify areas for improvement we can take into future projects.

Your task is to reflect on the methodology used to generate concepts and ideas, and not ways of improving this in the future. Include a personal self-evaluation of your own performance highlighting successes, areas for improvement and recommendations for future similar planning projects.

The final document should be at least half a page in length.

Evidence Specifications

This is the specific evidence you must prepare for and present by your assessment milestone to demonstrate you have competency in the above knowledge and skills. The evidence must conform to all the specific requirements listed in the table below. You may present additional, or other evidence of competency, but this should be as a result of individual negotiation with your teacher.

Your Roles and Responsibilities as a Candidate

- Understand and feel comfortable with the assessment process.
- Know what evidence you must provide to demonstrate competency.
- Take an active part in the assessment process.
- Collect all competency evidence for presentation when required.

This table defines what you need to produce as evidence of competency.

Assessment Tasks & Evidence Descriptions
<p>1. Planning Documentation</p> <p>Evidence that includes:</p> <ul style="list-style-type: none"> • Planning documentation identifying all the key information from the Client Brief including but not limited to the following: - <ul style="list-style-type: none"> ○ Name and Contact details and stakeholders who are to be involved in the consultation and approval process ○ The client's budget ○ Client objectives, goals, genre, themes and an overview of what is required. ○ Deliverables, requirements and specifications for both the final product and the presentation of the proposal ○ An overview of the market demographics including references to competitors ○ Any specific inclusions, legal requirements or special requests from the client ○ An overview of the production schedule and production team size including any special skills, software or hardware needed.
<p>2. Presentation of Proposals</p> <p>Evidence that includes:</p> <ul style="list-style-type: none"> • More than one production proposal created and presented in the format requested in the Client Brief. • Presentation aids including visuals and text used to deliver an appealing, clear presentation • A goal, overview and summary included in the presentation • Clear audience engagement with the speaker during the presentation • Project proposal selection and general feedback collected from client and stakeholders

3. Production Brief

Evidence that includes:

- A Production Brief document identifying all the key information for a single proposal to address the Client Brief, including but not limited to the following:
 - A short synopsis of production proposal
 - A schedule of production milestones
 - A list of Production team members, skills, duties and responsibilities
 - A production asset list
 - A short description of the production methodology
 - Final deliverables detailed with production specifications, formats and other necessary requirements
 - Tools, hardware and software requirements
 - A budget breakdown
- Attached production documents suitable to address the Client Brief and Production Brief as required, which may include:
 - Game Design Document
 - Technical Design Document
 - Art Bible
 - Storyboards
- Demonstrated response to feedback from client included in Production brief documentation

4. Final Approval

Evidence that includes:

- Client and Stakeholders approval of the Proposal and Production Brief

5. Evaluation

Evidence that includes:

- A personal self-evaluation of own performance highlighting successes, areas for improvement and recommendations for future similar planning projects

Assessment Instructions for Candidate

METHOD OF ASSESSMENT

Assessment is a cumulative process which takes place throughout a subject. A 'competent' or 'not yet competent' decision is generally made at the end of a subject. Your assessment will be conducted by an official AIE qualified assessor. This may be someone other than your teacher. The evidence you must prepare and present is described

above in this assessment criteria document. This evidence has been mapped to the units of competency listed at the beginning of this document. Assessments will be conducted on a specific milestone recorded above in this assessment guide document.

ASSESSMENT CONDITIONS

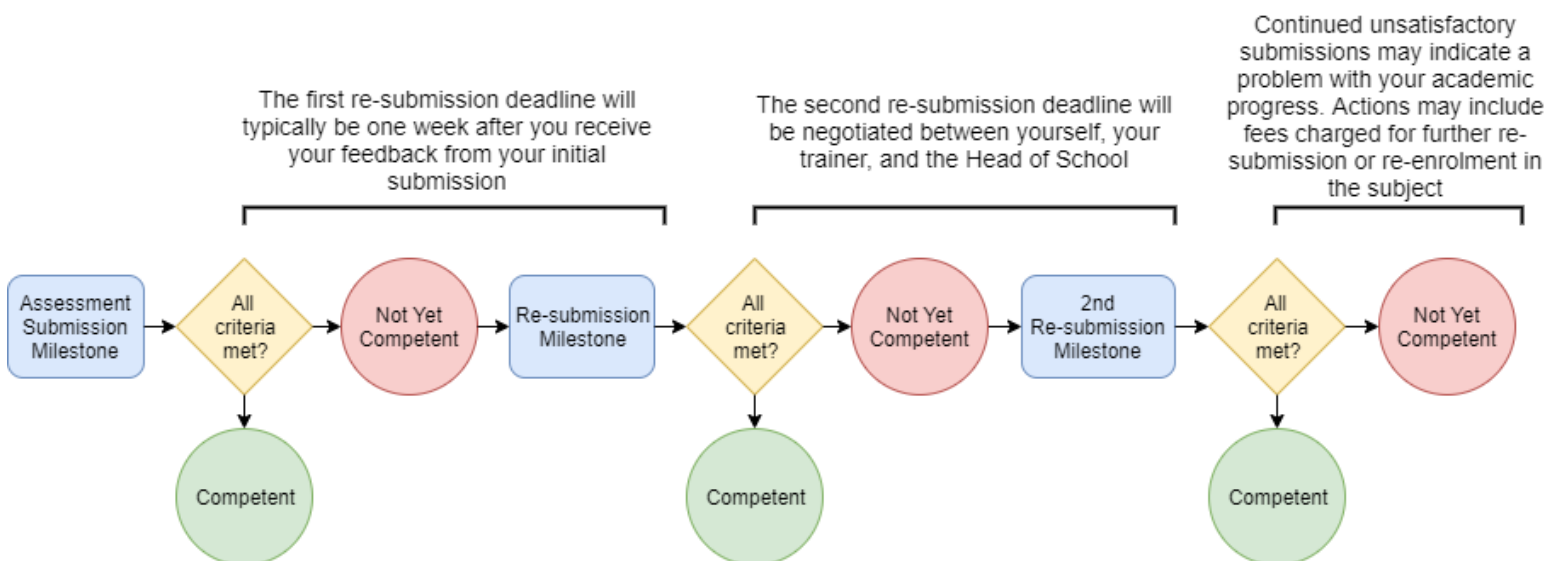
Formative assessment takes place as your teacher observes the development of your work throughout the subject and, although the assessor is likely to be aware of the evidence you are submitting, it is your responsibility to be prepared for the interview where a competency judgement is made (summative assessment). Forgetting something, or making a small mistake at the time of the milestone assessment, can be corrected. However, the assessor may choose to assess other candidates who are better prepared and return to you if time permits.

Upon completion of the assessment you will be issued with feedback and a record of the summative assessment and acknowledge that you have received the result. If you are absent for the nominated assessment milestone (without prior agreement or a sufficiently documented reason) you will be assessed as not yet competent.

GRADING

The assessment you are undertaking will be graded as either *competent* or *not yet competent*.

REASSESSMENT PROCESS



If you are assessed as being not yet competent you will receive clear, written and oral feedback on what you will need to do to achieve competence. Failing to submit an assessment will result in you being assessed as not yet competent. You will be given a reassessment milestone no more than one (1) week later to prepare your evidence. If you are unsuccessful after your reassessment, you may be asked to attend a meeting with your Head of School to discuss your progress or any support you may need and further opportunities to gain competency.

REASONABLE ADJUSTMENTS

We recognise the need to make reasonable adjustments within our assessment and learning environments to meet your individual needs. If you need to speak confidentially to someone about your individual needs, please contact your teacher.

FURTHER INFORMATION

For further information about assessment and support at AIE, please refer to the assessment and course progress sections of your student handbook.

Software

Core

Collaboration Tools

Various collaboration tools are available, and your teacher will advise you on their use. Some may include:

- Trello <https://trello.com/>
- Asana <https://asana.com/>
- Slack <https://slack.com/>
- Hack 'n' Plan <https://hacknplan.com/>
- G Suite (Google Docs) <https://drive.google.com/>

Scheduling Tools

Various scheduling tools are employed throughout the industry, from complex to simple tracking tools. Your teacher will advise on their use. Some may include:

- Trello <https://trello.com/>
- Asana <https://asana.com/>
- G Suite (Google Docs) <https://drive.google.com/>

Presentation Tools

Various presentations tools are available that you may make use of when designing and presenting your concepts. Some may include:

- Google Sheets <https://www.google.com.au/sheets/about/>
- Prezi <https://prezi.com/>

