

PROJECT CHARTER

<Project Name>

<Team Name>

Game Development Advanced Programming

Game Level Design

Spring / Summer Capstone

<YEAR>

# Instructions

Us this document to produce your Team’s Project Charter.

* Replace all <bracketed text> on the cover page with your project information
* Replace all <bracketed text> on the header with your project information

Complete the entire template. Each section contains abbreviated instructions, shown in italics, which can be removed once your document is finalized. Tables are also provided as a suggested layout for some of the information required.

Update the table of contents by right-clicking and selecting Update Field, then update entire table.

When you have completed your draft project charter, delete this page.

# Document Purpose

A project charter is a formal, high level document that describes your project in its entirety. The project charter includes what the objectives are of the projects, who the stakeholders are in the project and how the project will be carried out.

***The purpose of this charter is NOT to outline all features of the game, or replace the Game Design Document.***

The purpose of the charter is to document the general parameters and structure of the proposed project, including:

* the project objectives and outcomes, benefits, scope, and risks;
* the project deliverables, schedule, milestones, and estimated resources; and
* the project organization, governance structure, and stakeholders.

The charter **will** be used at checkpoints throughout the lifecycle of the project to determine success.

***Ideal document size should be no more than 15 pages***

Additional information and references:

http://project-management-knowledge.com

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# 1.0 Introduction

## 1.1 Document Change Control

This section serves to control the development and distribution of revisions to the project charter. It is recommended that changes to the project charter be documented only by adding annotation to the original project charter. This will keep an accurate history of the original document that was first approved.

|  |  |  |  |
| --- | --- | --- | --- |
| **Revision Number** | **Date of Issue** | **Author(S)** | **Brief Description of Changes** |
| 1.0 |  |  |  |
|  |  |  |  |
|  |  |  |  |

## 1.2 Executive Summary

Write this section last.

This is a summary of the document and Project. Provide a brief summary of the project in high-level terms, demonstrating alignment with the capstone outcomes and the desired team outcomes. Summarize the most important aspects of the project by answering the questions:

* How and why was the project initiated?
* Who will use the final deliverable of the project?
* Who will benefit from the project (ex: by completing degree requirements)?

The following elements are usually covered in the Executive Summary:

* Project goals and objectives
* Major milestones
* Key deliverables
* Key risks
* Key resources

Consider outlining the following statements

* What is purpose of the Capstone Program?
* What does our Project hope to achieve in the Capstone semester?
* What does out Team hope to achieve or investigate in the 14 week terms?
* What does each team member wish to accomplish over capstone (one sentence per team member)?

## 1.3 Approvals

This section contains the signatures of the key stakeholders, signifying agreement of roles and the description of the project as it appears in the project charter.

This project charter formally approves of the game project, ***<Project Name>*** and provides the project team with direction to apply resources to project activities described herein. If there is a change in the project scope, the project charter will be updated and submitted for re-approval.

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**<Team Member Name> <Role>**  Date

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**<Team Member Name> <Role>** Date

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**<Team Member Name> <Role>** Date

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**<Team Member Name> <Role>** Date

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**Will Barry - GDAP Capstone Coordinator**  Date

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**Adam Clare - GLD Capstone Coordinator** Date

# 2.0 Overview

## 2.1 Project Summary

Within this section, describe the overall product, its high level features and interests. Consider the summary your “Elevator Pitch” that explains the overall idea and intention of the project without going into too much depth. Include relevant features of the project. What are the hooks? What are the “Pillars of Gameplay” for the product?

Document the core or key experiences that the player should experience in the product. Explain the Gameplay features that define the project.

What Aesthetic Experience do you wish the player to achieve?

What are the overall intentions of the project?

# 3.0 Scope and Schedules

## 3.1 Project Scope

One of the first and most important steps is to flesh out a scope statement, which identifies and describes all work necessary to produce the final outcome. The statement establishes the tone for the remainder of the planning effort and therefore should be sufficiently detailed. Keep in mind however that being too detailed can be as bothersome as not providing enough detail.

Provide a high-level description of the features and functions that characterize the game that is to be delivered by the project. During the planning phase the team should identify and describe all work that is necessary to bring the project to fruition. The scope definition is meant to ensure that everyone on the team understands what is expected of them during the project. In addition, all project work that can be reasonably predicted must be ascertained and reported. The scope definition should also allow for appropriate administrative control during the project management process. Suitable scope definition is essential to the success of the project and should be given ample consideration and thought. If this step is skipped or inadequately developed it will most likely mean that additional project planning will suffer as a result.>

Scope should list out all features, systems, menus, UI, assets, economies, characters, objects, environmental features etc… that will be found in the final product .This list should be an estimate, but should delve deep into the necessarily requirements for the complete project.

Consider the scope list a “List of Ingredients” that need to be developed in order to create the project.

|  |  |  |  |
| --- | --- | --- | --- |
| **Category** | **Sub Category** | **Description** | **Requirements** |
| Character | Player Character |  | Modelling, Rigging, Animation |
| Level 1 | Props |  |  |
|  | Characters |  |  |
|  |  |  |  |

## 3.2 Project Schedule

The project schedule is a high-level, week by week breakdown of what is expected to be produced or developed. This is an estimate and does not replace an accurate project management or task tracking schedule.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | **Discipline Goals** | | |
| **Week** | **Team Goals** | **Art** | **Code** | **Design** |
| 1.0 |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

## 3.3 Milestones and Deliverables

Identify the significant points or events in the project. This table represents a high-level breakdown of the measurable checkpoints that may be used to gauge the progress for the development of the project. Correlate this section with your course schedule.

Milestones should NOT EXCLUSIVELY be determined by the course schedule. Additional deliverables, checkpoints will be determined by the project and stakeholders to validate progress.

|  |  |  |  |
| --- | --- | --- | --- |
| **Week** | **Date** | **Milestone** | **Brief Description** |
| 1.0 |  |  |  |
|  |  |  |  |
|  |  |  |  |

# 4.0 Operations and Governance

Describe how the project will be governed and identify the team members that may be involved in the approval process. In other words, show how decisions are made and who makes which decisions.

A diagram should be used. The project is to include a description of team members in the Roles and Responsibilities section. Include the following acknowledgement:

This project will comply with Sheridan College policies including:

• Acceptable Use Policy

• Code of Conduct

• Copyright / Intellectual Property

• Harassment and Discrimination Policy

• Student Code of Conduct.

## 4.1 Project Team Structure

Use an organizational chart to show the structure of the project team as well as the relationships between team members. Illustrate how the team interacts with, or relates to, the governance structure (decision making) for the project.

## 4.2 Team Schedules and Contact

This sections outlines the day-to-day operational structure of the team and the project. Include all relevant points of contacts within the team or sub-teams. Where will the team meet, what days and time? What expectations are there on each team member to attend?

Document any considerations external to the projects and course that will affect the operations of the team or the availability of the individual. This section is not a contract, but “sheds light” on important (team, individual, personal) dependencies that impact schedules and work produced.

Team Meeting Schedules: Weekly meetings, Daily Standups, Times, Locations, etc…

Include a list of contact methods and links, team member information and contact methods, team collaborative environments (G-Docs, Slack Channels, Discord channels etc…) and relevant policy documents, etc…)

## 4.3 Roles and Responsibilities

Define the roles and responsibilities assigned to each member of the project team as well as those of any stakeholders and working groups that have a significant influence on the project.

Include all committees and entities identified in the Project Governance and Project Team Structure.

|  |  |  |
| --- | --- | --- |
| **Role** | **Responsibly** | **Team Member** |
| Level Designer |  |  |
|  |  |  |
|  |  |  |

## 4.4 Conflict Resolution Policy

Propose a methodology by all members of the group that suggests how conflict may be addressed when it arises in the team. What are the accepted forms of discussion and decision making outlined in the Roles and Responsibilities?

What is the process of escalation for confliction resolution? Consider Individual, Team, Manager, Faculty and Program paths.

# 5.0 Project Reference

In this section, identify and describe the location of the key documents that define and establish the project such as the GDD, LDD, TDD, design brief, survey, industry report, market report, etc.

|  |  |
| --- | --- |
| **Document** | **Location (Link or Path)** |
| Game Design Document |  |
|  |  |
|  |  |