

# Capstone Project Plan Checklist<sub>v3</sub>

## Design Document

### **Executive Summary**

### **Value Proposition**

### **Story**

Teaser/Hook

Story

### **Target Audience**

### **Design Requirements**

### **Constraints**

Platform

Technical

Communication

Software

### **If It Is a Game:**

Level Design

Journey Maps

Game Mechanics

UI

Sitemap/Flowchart

Interactive UI Wireframes

**If It Is an Animation:**

- Script
- Storyboards
- Animatic
- Journey Maps

**If It Is Something Else:**

- Concepts/Preproduction Artifacts
- Prototypes

**Style Guide (Aesthetics)**

- Theme
- Tone
- Messages
- Colors
- Style
- Staging
- Concept Art
- Environment Design
- Test Assets

**Deliverable List****Asset List****Addendums (if needed)**

- Background Information
- Personas
- Evidence of Research
- Inspiration Reference

# Capstone Pitch Checklist

## Project Management Plan

### **Executive Summary**

- Mission Statement

- Objectives

- Major Needs

- Constraints

  - Technical

  - Time

  - Communication

  - Software

  - Legal

### **Work Breakdown (in WBS format)**

**Schedule** (Gantt/Pert format with Critical Path, Roadmap, Expected Release Candidates, etc.)

### **Risk Assessment and Mitigation Plan**

- Assessment

- Mitigation

### **Communication Plan**

- Communication Schedule (Weekly Schedule)

- Contact Lists

- Communication Hierarchy

- Emergency Contact

File Hierarchy and Naming Conventions

File Structure and Explanation

File Sharing/Storage

Links

Specified Software

Contracting for Files

Permissions

## **Human Resource Plan**

Introduction

General

Volunteer Requirements

Teams

Chain of Command

Intellectual Property

Prioritized Stakeholders

Core Stakeholders

Direct Stakeholders

Indirect Stakeholders

Scheduled Workforce

## **Quality Assessment Plan**

## **Deliverable List**

## **Notes**

## **Credits**