**Capstone Project Plan Checklist v3**

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