CSC290. Project Plan Handout and Rubric

A project plan outlines the various aspects of a project to internal stakeholders, including the projects scope, goals, stakeholders, deliverables, and deadlines. The purpose of a project plan is to come to an agreement with your team about:

- what the goals and motivations are of your project, and what success looks like
- how work will be divided, and how to ensure that the division is fair
- how team members will work together, including tools that you will use and meetings that you will hold
- how your team members can contribute ideas and work
- who will be responsible for submitting the deliverables on Markus
- who will be responsible for checking if team members need help
- what the protocols are if a team member is having difficulties
- what your deliverables will be, including "internal" deliverables that are *not* graded
- what your milestones will be, and when you expect to hit those milestones
- what your risks are and how to mitigate them (e.g. if a group member drops the course, if a group member does not show up to a presentation)

Treat the project plan as a **contract** between your team members. The document is a written record of what each team member is agreeing to contribute to the group project.

Project Scope

One of the most important discussions to have with your team members is **what** exactly should be a part of your project. Clearly separate features and tasks that are:

- **must-have**: features/tasks that must be done in order for there to be a playable game (usable software), and for the project to be considered "complete".
- **good-to-have**: features/tasks that the team would like to complete, but is not strictly necessary for the project to be considered "complete".
- **out-of-scope**: features/tasks that the team will not complete. These features might be fun to implement if a team member has free time.

Work Breakdown Structure

Your plan must include a *Work Breakdown Structure* (WBS) that breaks down the **must-have** tasks involved in your project. The WBS must also assign these tasks to team members in a fair way.

Tasks involved in **writing the project plan**, **preparing for the design review presentation**, and **implementing the game** should be granular: each task should be small enough to take at most 4 hours to complete. The tasks for the other portions of the project can be less granular.

Completing the WBS will involve thinking about your game and designing your game. Leave yourself plenty of time to write and revise the WBS. The project plan is *not* something that you can complete in 1-2 meetings!

Format

There is no set template for this assignment, and you may create your own template to suit the needs of your team and project.

You can find many project plan formats on the internet, and adapt them to your particular need. You will be asked to include information not traditionally a part of a project plan. You may also look for templates for a "project charter" or "project proposal", which serve slightly different purposes.

Here are a few examples of Project Charters:

- http://s.casual.pm.s3.amazonaws.com/toolkit/WebsiteDesign.pdf
- http://isoconsultantpune.com/wp-content/uploads/2015/05/MassCommunicationProjectCharter.pdf

Page limit. Your project proposal should not exceed 5 pages. Please use a minimum 1 inch margin, and 12 point font.

Addendum. Each team member must write a one-paragraph addendum describing their contribution to writing the project plan. The addendum should appear at the very end of the project plan, and does not count towards the 5 page limit. The addendum paragraph **cannot** be written by anyone other than yourself. Please see below for the grading of the addendum.

How to submit

Submit your project plan **as a group** on Markus by October 13, 9pm.

Please remember that grace tokens **cannot** be used for group work. No late work will be accepted. Markus submission time will be used, not your local computer time or any other screenshots that you provide. You can submit your work as many times as you want before the deadline, so please submit often and early.

Grading

The project proposal document is graded out of 20 points.

Project Details (4 points)

Your document should clearly describe what is in your project. The description should be clear enough that a different team could pick up your project, and implement your software to your satisfaction.

Describe the overall scope, goals, deliverables, and milestones of the project.

- 4/4 Document clearly articulates the project scope, goals, deliverables, and milestones. The project scope is reasonable for the amount of time given.
- 3/4 Plan articulates the project scope, goals, deliverables, and milestones, but might miss some details that would aid understanding. The project scope may be ambitious.
- 2/4 Plan articulates the project scope, goals, deliverables, and milestones, but miss important details The project scope may be ambitious.
- 1/4 Plan contains general statements not specific to your particular project, or lacks sufficient detail to assure mutual understanding of project direction.

Work Breakdown (4 points)

The work breakdown should contain tasks that are specific and granular. You should be able to assign a task to a new team member, and they should be able to understand where to start.

- 4/4 Work breakdown is specific and precise, so a new team member can replace an existing one and know roughly what their responsibilities are. Work is divided evenly among team members.
- 3/4 Work breakdown lists the breakdown of tasks, internal deadlines, and team member responsibilities. Work is divided evenly among team members.
- 2/4 Work breakdown misses some tasks, or does not discuss tasks in the right amount of details. There may be serious issues with the way work is divided among team members.
- 1/4 Work breakdown contains serious omissions. Work is divided unevenly or not at all.

Team Dynamics (4 points)

Describe how your team will work together. When will you meet? How will you communicate with each other and with your TA mentor? What tools will you use? How will you ensure that you won't overwrite each others' code? What are some potential risks that could prevent the successful completion of your project, and how will your team react?

- 4/4 Plan provides precise amount of details about how the team will interact with each other. If a new member were to join your team, they would know how to interact with your team and contribute to the project. There is a clear plan in place for likely risks.
- 3/4 Plan lists how the team members will interact with each other, but not with the right amount of details. There is a rough plan in place for likely risks.
- 2/4 Plan misses important aspects of working together.
- 1/4 Plan contains serious omissions.

Organization & Structure (4 points)

Your document should be formatted like a project plan. The information should be organized into appropriate sections with appropriate headings.

- 4/4 Document is well-formatted and well-organized. The headings are appropriate, and uses parallel structure. The document presents information in a logical order.
- 3/4 Document is formatted like a project plan. Most headings are appropriate. The document presents information in a mostly logical way.
- 2/4 Document is formatted as required, but organization could be improved. The plan does not present information in a logical way, so the reader needs to jump back and forth.
- 1/4 Document is missing sections, exhibits formatting issues, or contains sections ordered in an illogical way.

Grammar & Mechanics (4 points)

Your document should be easy to follow, grammatically correct, and well-written.

- 4/4 Clear, concise, and well-written sentences with little to no grammatical error.
- 3/4 Well-written sentences with little to no distracting grammatical error.
- 2/4 Several distracting grammatical errors.
- 1/4 Many distracting grammatical errors.

Potential Deductions

- **Tutorial 4 Attendance**: If a group member does *not* attend tutorial 4, they will receive a 1-point deduction in their project plan grade. The deduction will not show up on Markus, and the attendance will be tabulated on a separate marks spreadsheet. The deductions are applied individually, and not to the entire team.
- **Addendum**: If a team member forgets to write the addendum, that team member will receive a 1-point deduction. Team members who do not write any part of the project plan will be removed from the team. (Please let Lisa know as soon as possible.)
- **Page Limit**: There will be a 1 point deduction for every 0.5 pages over the limit. If your font is too small, or if your margin is too narrow, there will be a 1-point deduction. The page limit does not include the addendum.