

[Company] Entertainment Inc.

Documentation Project Proposal

Version 1.00

Prepared by:

*Yvonne Stiver-Macleod
skara.brae communications*

Last Updated: April 27, 2004

Revision History

ver	Primary Author(s)	Description	Date Completed
		<ul style="list-style-type: none"> ▪ Use this table to record any changes made to the proposal/project. 	

Contents

REVISION HISTORY 2

CONTENTS..... 2

PROJECT SUMMARY..... 3

 COMPANY OVERVIEW..... 3

 PROJECT REQUIREMENTS..... 3

 AUDIENCE 3

RECOMMENDED APPROACH..... 4

 1 – Front End Analysis..... 4

 2 – Content Gathering and Process Development 4

 3 – Document Production..... 5

 4 – Final Production and Implementation 5

 5 – Evaluation and Maintenance..... 5

TIMETABLE AND RESOURCE ESTIMATE 6

Project Summary

Company Overview

[Company] Entertainment Inc. (herein referred to as “[Company]”) is a leading edge developer of electronic entertainment software. Based in Vancouver, [Company]’s debut product launched in 1999 to near unanimous recognition as one of the best video games of the year.

Project Requirements

As a result of the company’s expeditious growth, there is now a need to formally document the complete development process from A to Z. The end product will provide a single, unified record of best practices, which fully captures the sequence of activities, processes and resources required in: “How we make games at [Company]”.

The data collection process and subsequent documentation reviews will also provide an efficient, highly structured opportunity for [Company] employees to reflect on and articulate their knowledge in the least intrusive manner, freeing them to get on with their primary responsibilities – the creation of high quality games at [Company].

By clarifying and documenting the stages of decision-making, tools, resources utilized and inter-relationships in processes, the final document will articulate the current company standard of approved processes in a practical and easily accessible format for reference by new as well as current employees. One highly practical aspect of the final document is the inclusion of process maps and task checklists. In addition, this document will serve as an extension of branding by providing a way for publishing partners to get their head around “the [Company] process.”

Once the current standards are fully documented, there will be a natural opportunity to review and analyze processes relative to business goals, quality, time allocation and budgeting structures etc. so [Company] can strategize where improvements or changes can be made. Post-production, a regularly scheduled review (annually is recommended) or even spur of the moment revision of processes or procedures can be easily done by [Company] employees themselves by following the project model, which includes change documentation capture.

Audience

The deliverable is intended for the following audiences:

- Current employees
- New employees
- Publishing partners

Recommended Approach

In response to the proposal meeting, the recommended phased approach includes:

1. **Front End Analysis**
2. **Content Gathering and Process Development**
3. **Document Design and Production**
4. **Final Production and Implementation**
5. **Evaluation and Maintenance**

1 – Front End Analysis

Interview selected members of [Company]:

- a) introduce team and create buy in to the process
- b) elicit the context in which this will be used, in order to create the most pragmatic structure and organization, optimum format, and any specific features required by the users
- c) establish the most useful format and reference structure for the document as well as scenarios for usage
- d) review relevant internal documents, job aides or reference materials (if any) currently being used and critique what works for them and what does not
- e) prioritize critical activities and select one group as a top priority for data collection and documentation. (This group will be taken through the entire process first to ensure effectiveness of approach.)
- f) establish process mapping preferences
- g) negotiate schedule and accessibility of employees for content gathering phase
- h) establish milestones for feedback and evaluation

2 – Content Gathering and Process Development

- a) gather content from subject matter experts, stars, management and all relevant sources of information in order to flowchart the development process. This produces the initial comprehensive layout of benchmarked tasks and sub tasks.
- b) define the major phases of development activities. For example, Concept, Identify Requirements, High Level Design, Detailed Design, Coding and System Test.
- c) describe the inputs to each activity. Typically these are a subset of the outputs from preceding activities.
- d) describe the outputs to each activity

- e) assemble materials together and meet with relevant stakeholders to verify accuracy, process completeness, check assumptions and provide early (corrective) feedback and sign-off
- f) generate preliminary table of contents

3 – Document Production

- a) create a document template or blueprint for approval (design is partially based upon front end analysis and interview feedback)
- b) insert the description of work performed in each activity as captured in the Content Gathering and Process Development phase
- c) document each activity - detailed set of tasks
- d) add details to the document describing additional sub tasks (such as error reporting and tracking)
- e) create Index and Glossary

4 – Final Production and Implementation

- a) produce a quality document with HTML links, document will include index, glossary and if applicable, appendix
- b) hand off the document as prescribed in the plan
- c) implementation process to be determined by [Company] at a later date

5 – Evaluation and Maintenance

- a) evaluation and maintenance plan to be developed by [Company]

Note: Once the document is complete [Company] can develop a metrics program.

Timetable and Resource Estimate

This estimate was constructed prior to the Front End Analysis. Once the Front End Analysis is complete a more accurate timeline and budget can be established.

Phase	Total Hours	Rate/Hr	Total
Front End Analysis*			
Content Gathering and Process Development			
Document Production			
Final Production and Implementation			
Evaluation and Maintenance			
Overall Totals	0.00		\$0.00

* Front End Analysis total takes into account interviewing 11 [Company] employees for one hour. For each one hour interview two hours of analysis is required.

Estimate does not include GST.

Additional expenses (if any) must be agreed upon in advance by both [Company] and skara.brae communications.