

## ACTION ITEMS

[Group/Team/Organization Name]

Last Updated:

10/11/2021

Next Meeting:

Pending



[Action Items Template](#)

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ACTION ITEM	RANK	PRIORITY	OWNER	ASSIGNED	DUE	DONE	STATUS	NOTES	Rate	Per	#	Total
Scheduling	1	HIGH	Project Manager	04/10/2021	31/05/2022		25%	The Project Manager handles all the day-to-day tasks including the assigning and implementing scheduling for each member of the teams to avoid any conflicts within the duration of project	N/A	N/A	N/A	N/A
Design Approval	1	HIGH	Art Director	04/10/2021	31/05/2022		Pending	Art director approves the final designs for the project - they must ensure that all designs are at its final stages and ready to be modelled for the final portion of the project	750	Designs	3	3000
Mood boards	2	HIGH	Art director	04/10/2021	31/05/2022		50%	This task ensures that the artists under the Art Director's wings gain knowledge of how the characters are going to look as well as the environment they are striving to achieve with the final designs	250	Document	4	1000
Character design	3	HIGH	Character Artists	04/10/2021	31/05/2022		Not Started	Character artists will ensure that the designs match those from the mood boards and concept art they have been given, they will be assigned to complete several iterations of each character they were given and see what fits the standard to be finalised and approved	100	Character	7	700
Environment design	3	HIGH	Environment Artists	04/10/2021	31/05/2022		Not Started	Environmental artists will do the exact same task as the character artists for this scenario: they will complete several iterations of the design given to them via mood boards and concept art. This will be finalised and approved by the director as well.	100	Environment	7	700

Design Document	4	MEDIUM	Concept creator	04/10/2021	31/05/2022	Not Started	The concept creator will design a document that contains the following: target audience, a tagline and/or elevator pitch, loglines as well as concept paragraph.	50	Page	10	500
Silhouettes	3	HIGH	Concept Artists - Characters	04/10/2021	31/05/2022	Not Started	Each character will go through iterations of silhouettes illustrations that will give the character the "iconic form", an important process for the concept designs.	60	Designs	10	600
Concept art - Characters	3	HIGH	Concept artists - Characters	04/10/2021	31/05/2022	Not Started	This task will give the characters its overall look and give the character artist something to work with when finalising the overall design.	60	Designs	10	600
Concept art - Environment	3	HIGH	Concept artists - Environment	04/10/2021	31/05/2022	25%	This task will also ensure that the environment artists has something work with in terms of the overall design and finalising the designs.	65	Designs	10	600
Advertising	4	MEDIUM	Marketing	04/10/2021	31/05/2022	Not Started	*Can be outsourced* Advertising allows the final product gain some traction on gaining sales and earning a profit. An important but not an urgent task as of yet.	300	Platform	7	2100
Character modelling	2	HIGH	3D Modeller - Characters	04/10/2021	31/05/2022	Not Started	One of the most important process of the whole project, the overall creation of the approved finalised design, this process will need to be done as soon as possible.	600	Character	2	1200
Environment modelling (Interior and exterior)	2	HIGH	3D Modeller - Environment	04/10/2021	31/05/2022	Not Started	Similar to the character 3D modeller, this is one of the most important part of the project, the creation of the finalised environment design. Will need to be done ASAP.	600	Environment design	1	600
Misc. Asset modelling	2	HIGH	3D Modeller - Environment	04/10/2021	31/05/2022	Not Started	The approved design from the finalised environment designs will come to life as 3D models, this can be a long process and will need to be done ASAP.	100	Asset	7	700

QA	3	MEDIUM	QA	04/10/2021	31/05/2022	Pending	*Can be outsourced* After the project has reached its final stages, it will go through rigorous processes that will ensure that it is viable to the general public for purchase.	60	Models and assets	10	600
Showreel	5	LOW	Animator	04/10/2021	31/05/2022	Pending	Not an urgent matter for the project, but the animator will provide a showreel of all the models that will showcase the all the artists and 3D modeller's work.	550	Animation	1	550
										Overall Budget (£)	13450