|  |  |
| --- | --- |
| **Contacts** | |
| **Project Lead** | Name of PL (Team) |
| **Producer** | Name of PRD (Publ.) |
| **Marketing** | Name of MR (Publ.) |

**Game Title**

**CW 01/16**

Author

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Project Overview** | | | | | |
| **Budget (Plan.)** | **Budget (spent)** | **End-Pre-Prod** | **Vertical Slice** | **Alpha/Beta** | **Release** |
| $ 0 | $ 0 | Date | Date | Date | Date |

|  |
| --- |
| **Executive Summary** |
| **Progress this Week** |
| * Bullet Points of major goals achieved this week |
| **Major Goals next Week** |
| * Bullet Points of major goals for next week |
| **Occured Problems & Methods of Resolution** |
| * Description of occurred problems * Description of potential/planned solutions |

|  |  |  |
| --- | --- | --- |
| **Open Issues** | | |
| **What?** | **Responsible** | **Until when?** |
| What is the issue? | Who’s in charge that issue gets solved? | What’s the deadline |
|  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sprint/Milestone-Overview** | | | | |
| **No.** | **Overall Sprint/Milestone-Goal/Name** | **Due** | **Delievered** | **Approved** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Top-Ten Risk-List** | | | |
| **No.** | **Risk** | **Mitigating Action** | **Responsible** |
| 1. | **Risk 1:** Description… | Description | Who? |
| 2. | **Risk 2:** Description… | Description | Who? |
| 3. | **Risk 3:** Description… | Description | Who? |
| 4. |  |  |  |
| 5. |  |  |  |
| 6. |  |  |  |
| 7. |  |  |  |
| 8. |  |  |  |
| 9. |  |  |  |
| 10. |  |  |  |