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| Milestone 1. | | | | |
| Key Facts | | | | |
| **Project** | Name of game | | | |
| **Milestone-Name** | Milestones (Number, Prototype, Alpha, etc.) | | | |
| **Due Date** | Date | | | |
| **Overview Deliverable Items** | 1. Name Deliverable Item (e.g. Title of Feature, Headline, Epic etc.)  2. Name Deliverable Item  3. Name Deliverable Item  4. Name Deliverable Item  (...) | | | |
| **Required from Publisher** | | | **Until when** | **Required for MS?** |
| What are the deliverable items the publisher has to provide the developer/studio with (e.g. marketing plan, asset lists, TRC’s, specific lists of requirements etc.)? | | | Deadline until dev-studio needs it | Are these deliverable items required in time to deliver the milestone? |
| **Comments** | | Additional comments | | |
| Overall Goal | | | | |
| **Mission Statement** | | What is the mission statement/the overall goal of this milestone? Does it focus on a specific feature set or a certain area of the game? Is it a key milestone (pre-production, alpha, beta etc.)? | | |
| **Quality Criteria** | | What are the overall quality criteria of this specific milestone, e.g. will it demonstrate “final quality” in certain expects? | | |
| 1. Deliverable Item – Detailed Definition | | | | |
| **Deliverable Item** | | 1. Name Deliverable Item (e.g. Title of Feature, Headline, Epic etc.) | | |
| **Description** | | * Detailed description of “Deliverable Item” * General description of feature/assets in a way, that an external source such as QA can judge whether it works “as designed”. Links to detailed feature specs in Confluence/Wiki/Design are recommended | | |
| **Approval Requirements** | | * What are the qualitative parameters for this feature/asset? What can be expected with regards to “final quality”? * This area is also for the “what this is not/what’s not in yet” description. List all missing parts/specific elements that are not integrated yet/that are not working yet | | |
| **Walkthrough** | | * How can QA check the deliverable item? Where in the game can you find it and how do you get there? Are there any cheat codes available? | | |
| **Format/Medium** | | * e.g. Word-Doc, Confluence, DDS-Files/Meshes, AVI, Build/EXE-file/version, via FTP etc. | | |
| 2. Deliverable Item - Detailed Definition | | | | |
| **Deliverable Item** | | […] | | |
| **Description** | | […] | | |
| **Approval Requirements** | | […] | | |
| **Walkthrough** | | […] | | |
| **Format/Medium** | | […] | | |
| 3. […] | | | | |
| **Deliverable Item** | | […] | | |