

How to Use This Burndown Chart.

This chart is designed so that you and your development team can keep track of the tasks that need to be completed, the time remaining on your project, the total estimated time your project will take, and the team members working on that project as well as the trajectory of your production schedule.

Some example information has been written into the data for the tasks. This includes some example tasks, example estimated hours, and some example team members.

To begin, refer to your production schedule to see when your next deliverable should be completed. We planned out to 7 days to signal a week, you can add columns if you need a longer time frame.

To add more days for your burndown chart, Fill out more columns after Day 7 and then edit the data range on the chart to go from L5 to whichever cell your schedule goes to in the 5th row.

Add and replace the task names to fit the tasks you need to complete your project.

*These have been separated by department or type of task for ease of viewing.

Next, in the Estimated Time (Hrs) column, begin writing out your estimate for how much time the task will take in hours. We recommend rounding up and estimating higher than the actual time the task will take to account for any emergencies or late deliverables.

Insert rows for additional tasks you will need.

Write in the name of the team member accountable for that task. Our example is TM1, TM2, TM3, TM4, TM5, and TM6, each representing a different team member of our example team.

Begin putting the total hours remaining on the schedule under each day, this should decrease over the days as more tasks are completed.

See the visualization on the chart.

Your burndown chart should show that your task completion rate will allow you to reach your deliverable date. As presented in this example, an ideal burndown chart will be a steep downward-heading line from the top left corner to the bottom right to indicate your tasks are completed by the date of your deliverable.

Carefully edit to fit your project needs.
 Read instructions before editing.

Category	Task Name	Estimated Time (Hrs)	Team Member		Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7
				TOTAL HOURS	87	73	60	43	28	12	0
Art											
	Mood Board	2	TM 1		2	1	1	0	0	0	0
	Lead Character - Concept Art	4	TM1		4	4	4	3	2	1	0
	Ground Texture	2	TM1		2	2	2	2	2	2	0
Engineering											
	Teleportation Code	1	TM2		1	1	1	0	0	0	0
	Implementing Oculus Touch	2	TM2		2	2	1	1	0	0	0
	Item interactions	3	TM2		3	3	3	3	2	1	0
Producing											
	Creating Burndown chart	3	TM3		3	2	1	0	0	0	0
	Scheduling team Stand-up Meeting	2	TM3		2	2	2	2	2	1	0
	Creating team communication chat	1	TM3		1	0	0	0	0	0	0
Narrative											
	Writing Dialogue	5	TM4		5	5	5	4	3	2	0
	Creating Character profiles	2	TM4		2	2	0	0	0	0	0
	Writing plot	7	TM4		7	5	3	2	1	0	0
Testing											
	Blind playtesting Vertical Slice	3	TM2		3	3	3	3	3	0	0
	Collecting playtesters	1	TM3		1	1	1	0	0	0	0
	QA Testing	8	TM2		8	8	8	6	4	2	0
Audio											
	Sound effects	3	TM5		3	2	1	0	0	0	0
	Interactive Audio	3	TM2		3	3	3	2	1	0	0
	Recording Dialogue	4	TM3		4	4	4	4	2	1	0
3D Modeling											
	Building environment	4	TM5		4	3	2	1	0	0	0
	Character modeling	4	TM1		4	4	3	2	1	0	0
	Object Modeling	3	TM1		3	3	3	3	2	1	0
Animation											
	Animate Lead Character - Running	3	TM6		3	3	3	3	3	1	0
	Animate Monster - Fighting (Idle)	3	TM1		3	2	1	0	0	0	0
	Rigging side Character	2	TM1		2	2	1	0	0	0	0
Game Design											
	Level design	4	TM3		4	3	2	1	0	0	0
	Interaction Design	4	TM4		4	3	2	1	0	0	0
	Prototyping	4	TM2		4	0	0	0	0	0	0

Information	
Deliverable date	Day 7
Total Hours of Work	87

Burndown Chart

