

<PROJECT NAME>

- List of Handoff Package Contents
- Comprehensive Project Document (see Appendix A for Table of Contents)
- Features Contained in Provisional IP Filings

**Builds and Assets**

- Logos Submitted for Trademark
- Server Build History
- Contracts (any third parties)
- Final Project Assets
  - Sounds: <directory path>
  - Art: <directory path>

**Design Documentation and Files**

- Admin
  - Admin App Functional Diagram
  - App Options – Structure & Engagement Loop Notes
- Game and System
  - Concept Document
  - Storyboards & Logic Flow Diagram
  - Design Document Reviews/Updates
    - Final (including prototype screenshots in place of wireframes)
    - Prior Versions and Notes (including original wireframes, reviews, and updates)
    - Original Functional Specification
  - Sound Diagram/Index
  - Voice-over Script
  - Animations Index
  - Photos & Videos
    - Department
    - Employees
    - Trade Show Presentation
    - Miscellaneous Others
- Server
  - How To Build and Run Server & System Admin Interface
  - Step-by-Step Sequence Diagram
  - Framework Documentation
  - Network API
  - Server Action Sequences
- Hardware
  - Drawing Files
  - Email History (contract development, approvals, etc.)
  - Hardware Specs
  - Wiring Diagrams
  - LED Specs for Content Creation
  - Photos & Videos (final prototype build)
  - Test Notes
- User App Screens
  - Screens & Sequence
  - List of Potential Mobile Notification Events
- Set-up/Display Troubleshooting Guide
- Project Task/Checklist

- Historical – Related Past Internal Projects
  - Designs & Features
  - Research & Business Cases

**IP**

- IP – Company
  - Design Patent Filings
  - Provisional Patent Filings
  - Related Pre-existing IP
- IP – Competing Products
  - Primary Competitor 1
  - Primary Competitor2
  - ...
  - Miscellaneous Other IP
- Landscape Report
- Prior Art Search Report
- Project-related IP Log

**Regulatory**

- Standards from Regulatory Body
- Regulatory Discussion Notes
- Standards Checklist (for Development)

**Research**

- Competing Products Research
  - Primary Competitor 1
    - Features & Screenshots
    - Brochures & Product Descriptions
    - Observations
  - Primary Competitor 2...
- Employee Feedback Survey/Results
  - Survey/Results/Summaries/Details
- Operator Research
  - Preliminary Insights/Discussion Notes
  - Survey Results
  - Trade Show Feedback
- User Research
  - Field Intercepts
  - Focus Group Research/Testing
  - Operator Insights on Users/Market
- Relevant Articles (product-/market-related)

APPENDIX A. Comprehensive Project Document Table of Contents

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PROJECT SUMMARY ..... X

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