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# INTRODUCTION

The introduction should be brief, and a sneak preview / teaser for the rest of the report. It is recommended to write this in the end, as a summary.

## INTERPRETATION OF THE TASK

In this week’s assignment we are planning a project for a product company named ‘Lofthus Frukt og Saft’ selling natural juices. They have a logo and simple brand identity. The company does not have an online presence from before, and we are building brand and product identity.

Our main task:

* Defining the project, setting up tasks and activities
* Defining scope of the project
* Defining magnitude of each task, and delegate responsibility
* Setting up meetings and presentations
* Structure this information in a Gantt chart for visual representation

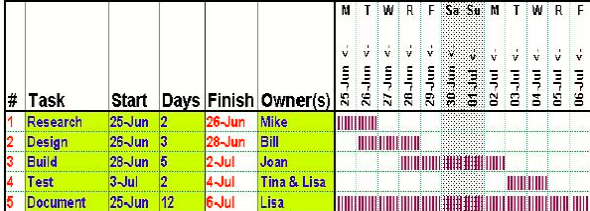
The team project manager must design and implement and online project environment where each of the projects participants have easy access to files and project materials. Using GIT and GitHub for file and Project task delegation. A project report including a Gantt Chart must be made before presenting the project to the client. Slack is a great tool for team communication, and Google Disk can be integrated with the solution so that the team can share files and documents.

The Gantt Chart should be made so that the team can complete the project on schedule. After the initial meeting with the client presenting the information we have made this week, we can start with the actual project.

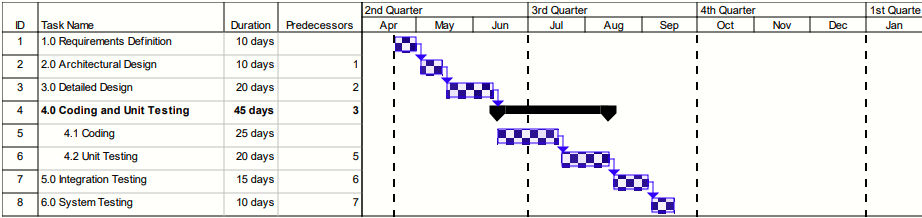
# RESEARCH AND ANALYSIS

## INSPIRATION

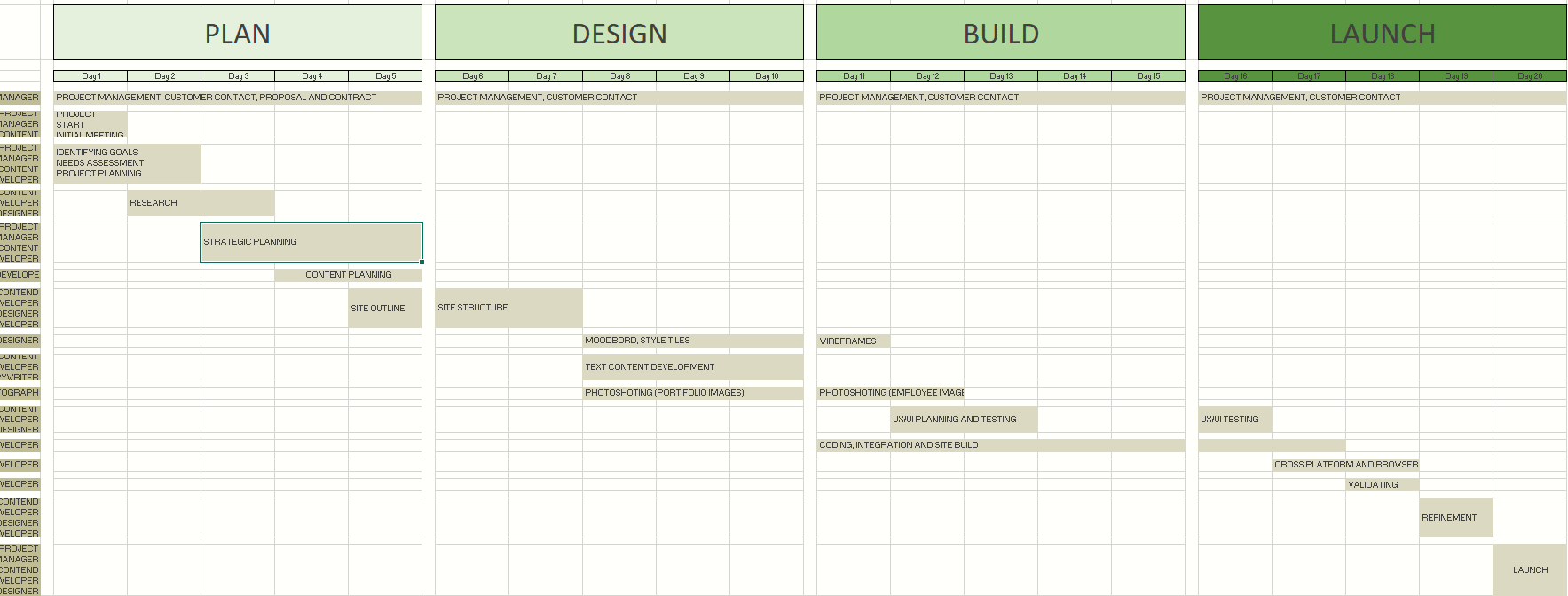
For this week’s assignment I have researched about project management and watched videos about how to create Gantt Charts. Here some examples of Gantt charts I found inspiration from:



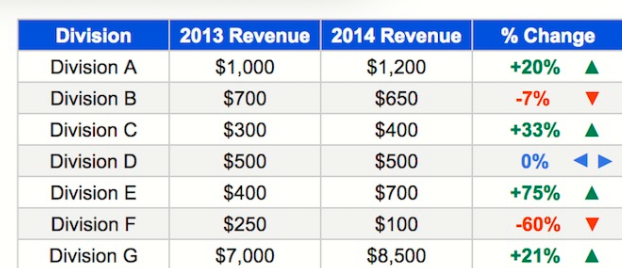
(Indigenous leadership Development Institiute, 2018)



(oe.ocdavis.edu, 2018)



## (Noroff, 2018)



(benlcollins.com, 2018)

## ANALYSIS

I choice to implement a Gantt Chart that with Task Delegation, to make it easier to use during the project. I also choice to use Google Charts to make the chart for easy online sharing with my team. I found a blog post by Trevor Fox showing how to implement timelines using the Sparkline function in Google Docs. (Fox, 2017)

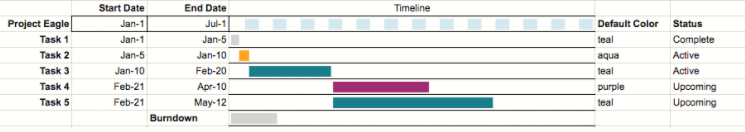


Image 1: Fox, 2017

I liked the implementation and choose to use it in my chart. Making it easy for my teammates to use the chart and delegate and edit the tasks

## SKETCHES – SCANNED IDEA DEVELOPMENT AND DIGITAL SKETCHES

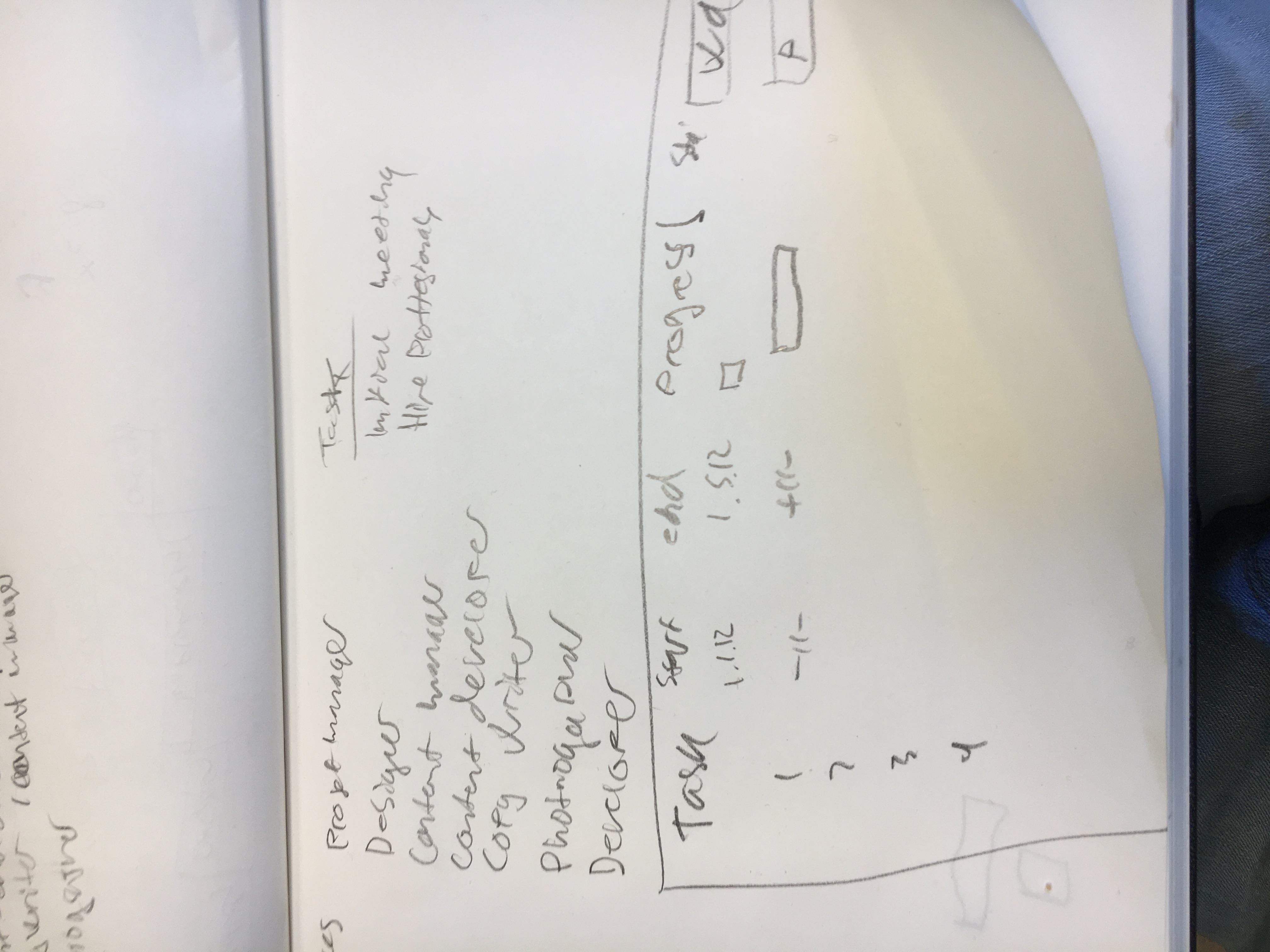
For this project I did more notes than sketching, but a simple sketch showing layout of the Gantt Chart. I also started to write on a project plan for the actual project. I did this to help me make the Gantt Chart, I chose not to include the project plan in the delivery since it was not a part of the assignment. But I have included all the data used from this plan in the Gantt Chart.

Image 2: Gantt chart layout

# WORK PROCESS

In this week’s assignment I first watched and read the course material. The videos on Lynda did give a good idea on project management in general, but not for web-development projects. I had to read and watch to learn more about how to manage web-development projects.

## STYLE/GENRE

I searched for guides on styling excel sheets and found this guide by Ben Colins. (benlcollins.com, 2018) I found a lot of inspiration from this post on how to make google sheets more readable. Like how to format data, alternating colors on rows, table boarders, and removing grid lines.

## TYPOGRAPHY

Veranda was used for both body and headers in the google sheet. Veranda is a default font in google sheets.

## COLOURS

Blue was used as a main color for this sheet. There is alternating grey shades between the columns to make it more readable. I used different colors on the timeline to change between the different status of tasks.

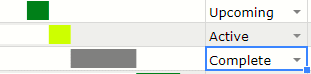


Image 3: Different color states for status of task

For later development of the chart, I could implement a formel to show overlapping better than its showing right now. A color overlay could be used for to show this



Image 4: Showing possible implementation to show overlap better

## COMPOSITION, LAYOUT, GRID AND OTHER ELEMENTS

The spreadsheet was separated in 5 separate sheets for each of the sprints, including two additional extra sheets to present other data from the project.

# SUMMARY AND EVALUATION

Write a short summary and evaluation on the process and the final product.

I used a site called Payscale.com to calculate the wages. (Payscale.com, 2018)

# SOURCES AND REFERENCES

All that is referred to in the report, which has been useful in the work process, must be referred to here.

WHY HAVE SOURCES/REFERANCES?

The reports will be more credible. If you do not show the influences/resources in the report it may lead to you being suspected of cheating(plagiarism). This is vital when it comes to tutorials and material you have not developed yourself.

WHAT SHOULD BE LISTED

Relevant textbooks should be included, as well as other academic sources you have benefited.

* Books: title, author, chapter(topic) cirkulation/publication http://kvalitet.himolde.no/KS\_TJI402)
* Magazines: title, number, article, author
* Newspapers: title, number, article, author
* Websites:link with header(subject of the page visited)

Inspiration: you can refer to both an analog or digital collection. (Online solution Pinterest can also be used for this, then attach a link to the current “board”). Include selected sketches/digital sketches in the report.

List the artists, designers and others that you have been particularly inspired by. You can also specify particular works.

All tutorials useful for your work should be listed.

If any part of the product is in any way made by others, this should be made absolutely clear.

Use the points mentioned above that are vital for the assignment you are working with (should be most) and remove if something is not relevant for the product/process.

# References

*benlcollins.com.* (2018). Retrieved from Format your Google Sheets so they look good GREAT: https://www.benlcollins.com/spreadsheets/formatting/

Fox, T. (2017, January 24). *https://trevorfox.com/.* Retrieved from https://trevorfox.com/2017/01/google-spreadsheets-gantt-charts/

*Indigenous leadership Development Institiute.* (2018). Retrieved from edo.ca: http://www.edo.ca/downloads/project-management.pdf

Noroff, C. S. (2018). Gantt\_Chart\_Workflow\_Case.xlsx.

*oe.ocdavis.edu.* (2018). Retrieved from http://oe.ucdavis.edu/local\_resources/docs/projectmanagementtraining.pdf

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