Brodie Morgan

Website Developer

8/06/2024

Project Plan: Create working website surrounding F1 that is informational to the reader as well as inspiring.

1. Introduction:

The purpose of this project plan is to outline the key details and milestones for the successful completion of F1 This plan will serve as a reference and guide for all project team members and stakeholders involved. It will provide a clear understanding of the project's objectives, timelines, and responsibilities.

2. Project Overview:

- Project Name: F1

- Project Brief: Create a running website that has a gallery of 16 working images, a front page with information, and three working links to other informational websites.

- Project Objectives: 3 working links, presentable website page, 16 images, correctly used code to design website

- Project Requirements: This project must:

1. Be a static website with no dynamic content, designed to provide information about the subject matter it represents. The website must be accessible to all users, including those with disabilities.

2. Include a responsive design that is optimised for mobile devices. It must be easy to navigate with consistent, clear, and concise navigation.

3. The website must contain four pages and be populated with high-quality and relevant content that is organised and easy to read.

4. The website design must be mobile-first and must have consistent navigation and style throughout all pages.

5. The website must be built using only HTML and CSS, with no JavaScript or other scripting languages.

6. All content used on the website, including text, images, videos, and other media, must be original or properly licensed.

3. Roles and Responsibilities:

The success of any project relies on the effective collaboration and clear understanding of roles and responsibilities. The following are the key roles and responsibilities for the project:

- [Role 1]: - Web Developer: A web developer’s job is to create websites. While their primary role is to ensure the website is visually appealing and easy to navigate, many web developers are also responsible for the website’s performance and capacity.

- [Role 2]: - Back-end Coder: Back-end coders create the website’s structure, write code, and verify the code works. Their responsibilities also may include managing access points for others who need to manage a website’s content.

- [Role 3]: - Project Manager: A project manager job is to coordinate the elements of a project, aiming for timely completion within budget and with high standards.

- [Role 4]: - Digital image Creator: A Digital imaging technicians' job is to create and source images and photography with the digital knowhow of the camera.

- [Role 5]: - Client: The client pays and makes sure this are to standard.

4. Client Communication:

Clear and consistent communication with the client is vital to ensure the project's success. All client communication will be documented and tracked to maintain transparency and avoid any misunderstandings. Communication channels may include meetings, emails, phone calls, and project management tools.

- Client Contact Person: Margaret Graham

- Communication Channels: Emails, Phone calls, In person

- Frequency of Communication: Weekly

5. Project Notes:

Project notes serve as a record of discussions, decisions, and actions taken throughout the project. It is essential to document project notes regularly to maintain a comprehensive record and facilitate smooth collaboration among team members. Project notes can include meeting minutes, action items, and important discussions.

Upon the project meeting on 26/04/2024, the following was noted. I can only use HTML and CSS; all code must use semantic markup. The website must meet accessibility requirements and I must complete the mobile website first.

6. Project Milestones:

The project will be divided into five milestones, each representing a significant stage or deliverable. The estimated timeframes for each milestone are as follows:

- Milestone 1: [26/04] - [03/05]

- Milestone 2: [03/05 - [17/05]

- Milestone 3: [17/05] - [24/05]

- Milestone 4: [24/05] - [07/06]

- Milestone 5: [07/06] - [14/06]

Please note that the above timeframes are estimates and may be subject to change based on project progress and unforeseen circumstances. Regular monitoring and communication will ensure timely adjustments if required.

7. Project Timeline:

A visual representation of the project timeline will provide a clear overview of the project's duration and major milestones. Please refer to the attached project timeline chart for a detailed timeline representation.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| MILESTONE | TASK | DATES | 26/04 | 03/05 | 17/05 | 24/05 | 07/06 | 14/06 |
| M1 | PROJECT PLAN |  |  |  |  |  |  |  |
| M2 | MANIPULATE IMAGES |  |  |  |  |  |  |  |
| M3 | CREATE WEBSITE |  |  |  |  |  |  |  |
| M4 | WEBSITE TEST |  |  |  |  |  |  |  |
| M5 | WEBSITE REVIEW |  |  |  |  |  |  |  |

8. Conclusion:

This project plan outlines the key aspects of the [Project Name] project, including roles and responsibilities, client communication, project notes, milestones, and the project timeline. Adhering to this plan will ensure effective project management and successful project delivery.

By acknowledging and fulfilling our respective roles and responsibilities, maintaining open communication channels, and adhering to the project plan, we will work collaboratively to achieve the project's objectives within the defined timeframe.

Signed:

Brodie Morgan

Website developer, tester.

Acknowledged:

[Client Name]

[Client's Role/Position]