

Introduction

Making a Gantt Chart, setting up tasks for your co-workers and organizing everything for launching a website, I tried being a project manager for a couple of weeks.

Starting out with the course assignment figuring out how to organize all the tasks and activities that had to be done for the project, is a good place to begin. The importance of an organized overview for my team was one of the first things that came to my mind. For my co-workers to have specific tasks and a clear roadmap for the process is important.

Research and Analysis

In the Module Assignment for this course I chose to make my Gantt Chart with a program called Merlin. It seemed good at first, but it was somehow challenging to work with at times. I therefore decided not to use it again for a big project like this, even though I'm sure it would have done the job just fine. I wanted more flexibility and the possibility to make a Gantt Chart for myself with maximum flexibility. Rather functional and specified than flashy and pretty for your eyes, after all this is a workflow document that will be important for my co-workers. So, I wanted to create my Gantt Chart with excel and used the Case Study examples as inspiration. Excel was exactly what I was looking for to make my chart and I am happy with my choice of tools.

Now this is an offline local document that I would have to share with my co-workers by email or similar. In a realistic work situation, I would make the Gantt Chart in Google Sheets (which is very much the same as MS Excel) and share the link with my co-workers so that we could work around the same document online and live.

Work Process

The process started out with writing up all the tasks for the project, how they should be aligned and the different people working on them in a separate document. This was a bit time consuming when suddenly you have to pay attention to all aspects of the process and how to organize them. Finally, I got my list written down and put everything into the right order of my choice. It's not always easy to know what comes before and after each other with minimal experience on the whole process. And of course, you have the risk of things going wrong or struggling to get something working. That's always a factor to have in mind when estimating time for bigger projects.

The first column in the Excel sheet is frozen, to make it easier to follow. That way you can always scroll along to a task and see if you are a part of it.

Having a good overview over all the tasks for the project I started dividing them in to sections for the Gantt Chart. I wanted to have one section for each week for maximum control and predictability. Having sections makes it easier to organize when the different people are supposed to work and avoiding situations where everyone is working on the same task at once. Easier to see the bigger picture and reduce costs for the project.

For the project workflow we will make cases for the different tasks in Jira and assign them to the people responsible. In Jira we will also have the possibility to comment specific cases. For each case there will be set an hour estimate, status and progress bar while working. Jira will also be used for documentation with the possibility to attach files.

For the daily communication we will use Slack, which integrates great with other platforms, and makes it easy to share code, commits and communication around testing after deploys. Trello will be optional for each individual. In Trello it will be possible to make notes and reminders for the individual's involvement in each task.

Summary and evaluation

The project feels well organized and I am happy with the Gantt Chart outline. I liked very much that I could use Excel freely and make everything look like I wanted. The sections with different tasks are lined up like I want, and every co-worker will know when their tasks is coming up and what to do with the help of Jira and Slack. I hope the time estimate is realistic and that we will get all the tasks ready in time for launch.

The tasks might have been even more detailed, but I find it hard to fit all the information into the chart. For the Gantt Chart I don't think it needs more details around the task, but rather solve this more specific in Jira and/or worksheets in Google Drive.

Here is the link to my repository at GitHub:

<https://github.com/Fredrikeriks1/Lofthus-Frukt-og-Saft/invitations>