CA Project Methodology Module 2 Report.

INTRODUCTION

Make A Gantt Chart planning the creation of "Lofthus frukt og saft" – Create a plan based on given info in the Case description from Moodle.

For this Course Assignment the issue/task was to plan and set up a chart for our project, creating a webpage for "Lofthus frukt og saft" – and showcasing their products as well as expanding their market.

RESEARCH AND ANALYSIS

INSPIRATION

Last couple of weeks has mainly been learning about "Project Methodology" and how to go about planning a project, so naturally – many of the lessons were very handy and has provided me with lots of new techniques, skills and progression in both work and personal life.

ANALYSIS

What do we already know? First, it is a small company looking to expand their product. The goal is to create a well-designed webpage, with an easy to use UI. Secondly, the company wants their consumers to understand how, and what they do to make their products by displaying their production process. It is also very important that their costumers know that their product is 100% natural.

What we don't know from the description is the budget and time limit. But this is where the Gant chart comes in. Since the lack of how long the company wants us to use, I've gone about making a rough idea of how long it will take. There's also no given info on when the project is due to start, so this is a factor I've decided on my own as well to be capable of estimating start date. The budget is also unknown, but I would assume that this is something that would quickly be a question before starting this project! Obviously, we can't go on not knowing if we could hire nor pay everyone for their work; therefor I've gone with unlimited budget to start with and not taken into consideration on what professions to bring into this project, but rather brought in whom I feel is necessary for this project to set off.

These are the points that we have confirmed that we must include from the Case description:

- What the various activities are
- When each activity begins and ends
- How long each activity is scheduled to last.
- Where activities overlap with other activities, and by how much
- The start and end date of the whole project
- Who is responsible for which activity (e.g. copywriter, photographer, front-end developer, etc.)
- Key meetings with customer and presentations

PROCESS

I have gone with Microsoft Excel as my software to make the Gantt chart, and I have decided to include 3 pages; 1 including people involved which are following:

Developer
Designer
Journalist/Content validator
Photographer
Project Manager (Which in this case is me).

2nd page contains the different tasks and duration of the tasks as well as start- and end date. This is to provide us with the written facts, then the 3rd page is the Gantt chart itself; giving us a good picture and completion of the project.

Strategy

I decided that to even start the project, we need to have an "Initial Meeting" with the client for the work to even start, Here I imagine we would get started on the budget, planning and key factors – as well as planning the next "Key Meeting". The group would have a chance to discuss and get a rough idea and to plan how long they would need to finish their task. This is where I would copy the Gantt chart into a "actual" phase instead of the "planned" phase to be able to compare.

I've also chosen to showcase the different stages of the chart so that it is easy to understand where we are in the phase of the chart, and if we are on schedule or off. Mainly the set blue lines are indicators of everything on its left-hand side HAS! To be finished before we can enter the next build phase. Key Meetings with clients will then be held at a consistent basis between the project manager who then hold a meeting with the group later to keep track of progression.

At the end of the building period we would have a launch period, where we do final testing and a presentation to the company so they could validate and confirm launch.

Collaboration

During the Initial meeting, everyone would agree on what tool to use to collaborate. It is true that since we don't have any budget to follow there is no limit on how many developers, I would bring into this, but I would realistically maybe have 3-4 developers each working on different aspects of the page, testing and running the site. Here it would be good to use GitHub as a tool and even so the designers can upload their sketches and give a good prospect on what they are seeing; even though most of this is run through at the planning phase, its still a good idea to keep refreshing small adjustments. The photographer is the one who is "hired" solely purpose is to do the photo session with the company's employees and take pictures of the site to add on the page. Here my suggestion/idea is uploading on a google disc page since the photographer really isn't a part of the actual code developing.

The Journalist/Code validator/Copywriter's work is to make content for the page, and make sure it is not copied, also important to collaborate consistently with the company "Lofthus frukt og saft" to make sure we have the rights to use content that they approve, and make sure no one else can/will make a claim without running it through with them first.

SUMMARY

This plan should make it "easier" to keep track of the different tasks, and to let me (project manager) know if we are on schedule. Although it would be optimal to know budget and the companies expected release, this is what I could come up and solve in the currently best-known way.

I feel I've been able to create the Gantt chart the way I would do, given all the factors and tasks that we had to include and the tasks I feel is relevant to make this project complete.

SOURCES

I based my report on the Course Assignment for Project Methodology from Moodle on Noroff portal. I've also read through the lessons provided to us from Moodle.

CASE PLAN

"Lofthus Frukt og Saft" - located in Hardanger in West Norway producing one of the best, 100% pure apple juices in Norway – They want us/me to help them make a website so they can start to explore & expand their product and find new markets.

The main purpose of the webpage will be to promote and sell their product; It will also be important that the page is informative about the company and their process in creating thier products..

WEBSITE REQUIREMENTS

- Aqquire Identity Elements?
- Create or collect relevant Articles
- Take, or accumulate Photos.
- Display Products
- Create a Gantt Chart
- Text, content, visual elements & code

TIME GIVEN

Unknown as of today.

Gantt Chart will roughly reveal the estimated time.

INVOLVMENTS

- Designer
- Developer
- Photographer
- Representative
- Journalist/copywriter

GANTT CHART INCLUDEMENT PLAN

- Activity start, activity end and estimated time
- Overlapping
- Responsibility/Involvments
- Key Meetings