**Course Assignment:   
Project planning, process documenting and collaboration**

Written report on work process

In this project I started by identifying all the steps in a web developing project, and what people I wanted to be part of it. I refer to the company as a full service agency, and *Lofthus frukt og saft as the client*

**Pre-Project**

It starts with what I have called the “pre-project” where you make a market and competition analysis and having a workshop with your client to identify the direction of the project. As company this step is very important to make sure that you and your client have fully understood and both are agreed on what is to be done and what is to be delivered and when.

**Structure**

After the pre-project, we can start structuring the page. What pages do we need and how is the user going to navigate the page. Are there any special blocsks or sections that needs to be taken special care of, that needs more attention to it then the rests?

**Design**

At first the site structure is being visualized through a site wireframe, then the designer will start by developing a style tile with all the typography, colors, icons and other visual elements. This sets the tone for how the web-page is going to look. Tis is an ongoing process with several overlapping tasks, and the client is being updated on the progress.

**Content**

Simultaneously as the design-fase kicks off, the content team starts by making a content plan for what needs to be produced when it comes to text, pictures and how to optimize the content for web and its users. How are people supposed to find this information. Then the copywriter starts working with the text, and the photograph sent out to take all the different photos for the page.

**Developing**

As the design is starting to take form, a clear design direction is settled, and the pages are being approved the developer is starting put the site together. As the project is beginning to reach an end the whole site is being tested to see if it meets the standard it should and as it was planned to have. This involve testing across different browsers and platforms and making sure that all the technical solutions are working properly. When the technical is working as it should, the page is beeing tested towards a neutral group of people to see if the page answers to the demands set in the pre-project. Is it easy to navigate? Do they find what you want them to?

When the results from the testing is ready it is time to adjust the page to make sure you have a webpage as good as it can get. And when that is done, and the client is satisfied, the page is ready to launch.

**Communication**

Good communication is important to end up with a good result. Communication through Slack makes it easy for all the members to keep track on progress. It is easy to communicate as a team and to communicate with smaller groups or individuals of a team. You can also invite your client to be part of the Slack project in a smaller or extended way.

When it comes to further communication with the client, there should be at least one meeting a week, either through e-mail or phone, to keep updates on the progress. In addition comes important steps through the whole prosess where you need to make sure your client is updated and approves what is done before you can continue further developing.