



Noroff

School of technology
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Technical Report

CA Project Methodology

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1. Summary

A company “Lofthus frukt og saft” have requested me to create a new website as part of their wish to expand their business. They are known for producing one of the best apple juices in Norway, and takes pride in their product being 100% natural with no added sugar.

This report includes my process of making a Gantt chart for creating the website for “Lofthus frukt og saft”. The report explains everything from creating the team, assigning team roles, planning and sketching of the project, creating the Gantt chart structure, implementation of the user stories from MA1, usage of communication tools during the project and intellectual properties information.



2. Body

Introduction

To start off this task, I needed to create a team consisting of 5 people, including myself and assign roles to them. I went with the following to ensure that my team was covered in the most critical processes of creating a website:

| Project Team Members | |
|----------------------|------------------|
| Project Manager | Frode Karlsen |
| UX/UI Designer | Stacey Solomon |
| Content Specialist | Julie Sandberg |
| Front-End Developer | Andy Schmith |
| Back-End Developer | Thomas Andersson |

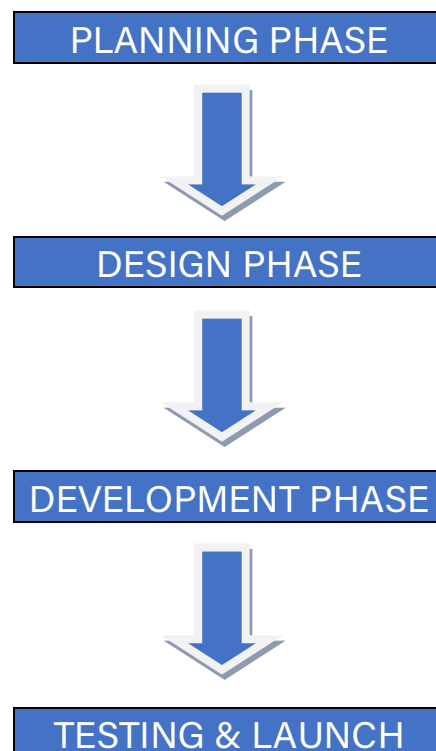
I went with this team in order to have one person running the project, one lead designer, a content specialist to create all the content for the website, and then finally a front-end and back-end developer to create the code required on both ends. Ideally I would have a few more people on the team, but when 5 is the limit, this is what I went for. The Project Manager can also help with certain tasks such as programming, content creation, client interviews, reviews and keeping a nice overview of the project at the same time.



Main

i. Planning and sketching

From there, I went on with taking all user stories that I had written in MA1 and created a list of tasks for the project. To get these sorted, I started by planning the Gantt chart by dividing it into a planning phase, design phase, development phase and testing & launch phase:



With that out of the way, I created a task lists that I felt was necessary and made estimations on total timeframe, task timeframes and who was going to do what.

Now that I had the different phases, user stories and estimated timeframes in place, I could start making estimations of how long the project would last in total. I gave it some thought to set the amount of weeks for each phase of the project, then placed each user story where they belonged, assign the tasks to team members and set the duration for each task. I also figured that I needed to have colors in the chart for

days off work, regular working days and client meeting days, so that it becomes very clear in the Gantt chart.

ii. Gantt creation

My sketching and planning phase for the Gantt chart was now done, so I started creating the Gantt chart in Excel. In the resources we received for the task, I took a liking to the first example, but wanted to tweak things to make it my own. I started with tasks, project start/finish dates, start and end dates tabs for each task, developers assigned to each task, and total time in the first part of the chart.

From there, I created a week-by-week row, including information of which project week it was, and the dates of that particular week in brackets. Below that I created days of the week and that was the basic layout of the Gantt chart.

I feel like this gave me a simple and nice overview. So, from there it was just a matter of adding the tasks and user stories from MA1, assign them to the team members and get across the details that would matter to the team to make the chart as easy to follow as possible.

Some of the tasks I added was a team effort, in order to take down the amount of time I thought they would take. I also let the design and development tasks happen simultaneously, since I had one lead designer that would be in charge of the entire design process, including photography sessions and video shooting of a self promotional video for the client. All content creation was assigned to the content specialist on the team, but the project manager would help out with this where necessary.



iii. Communication tools

Client meetings would be done mostly via actual meetings with the clients. Either by visiting them at their premises, or by inviting key individuals to our offices. Once the most work and information has been gathered, communication via email and implementing something like Basecamp would be nice. Basecamp would help to keep both us as a team and the client on the same page through the various stages of the project.

Internally we would have a daily stand-up meeting in the morning to quickly see where we are at, and to see if anyone needs help with something to keep the schedule. Considering the small size of the team, internal communication would not be a huge problem anyways, but Outlook and Slack seems like a good fit.

iv. Intellectual Property

In order to ensure that the intellectual properties would be well protected, these are the steps I would take:

- Registering our trademarks.
- Register a domain name and register that as a trademark as well.
- Register our website and copyright material in countries which provides this option at national copyright office.
- Creating a confidentiality and non-disclosure agreement.
- IP insurance policy.
- Let people know that the content we are creating is copyrighted, and not free to use without our consent (copyright print on every page – footer section)
- Controlling access to content and users of website content via encryption and an access control system.



Conclusion

This technical report is showing my process from selecting a team, my planning and sketching of the task, creating the Gantt chart itself, usage of communication tools and intellectual property protection of the project.

3. References

"Example 1" from Resources of the CA

4. Acknowledgements

I would like to thank myself for all the contributions I made to finish this task. I would also like to thank myself for making such good notes from the tasks during this course. I am awesome like that.

