Course assignment

Project Methodology

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1. Summary

Lofthus Frukt og Saft has asked for a website to promote and sell their products. After choosing the team and narrowing down the amount of tasks, the Gantt chart was built starting from the critical path. It was difficult to estimate the time needed for tasks and to create a timeline that worked with all the dependencies. Five moments of face to face communication were chosen with the client, agreeing on the limits on giving feedback. Team members meet daily using stand-ups and collaborate using Github. The team will hand over IP rights after the website has been finished and handed over.

2. Body

2.1 Introduction

Lofthus Frukt og saft wants a website to promote and sell products. This report describes planning the project using a Gantt chart. Tasks are divided over five team members. Moments and means of communication with client and team members are described. Finally a suggestion on how to deal with IP is included.

2.2 Work process and choices

When starting the task I decided first on my team members. I chose a graphic designer, copywriter and photographer because there are no pictures, articles or visual assets yet. I also need a front-end developer to build the website. My own role is project manager.

To make the Gantt chart I went through all the user stories and turning them into tasks. From this list I grouped tasks that belonged together. Once I wrote down these tasks in chronological order, it became easy to see what tasks are dependent on each other and to find the critical path. I used Google sheets for the Gannt chart because Chris Croft (2019) advised to use excel, which is very similar. My first try you can see in appendices 1 "Gantt chart try one". Here I organized tasks by pages of the website but it became too difficult to see the critical path. I started over and put the critical path on top. After that I added the other tasks according to when they needed to be finished. Finally I added the moments of communication.

I found it hard to estimate how much time different tasks take. The other thing I don't like about my chart is that there is little room for error. Many tasks are dependent on each other and follow each other closely. This gives the team members little freedom and few options to shorten the critical path if needed.

2.3 Communication client

For the communication I put the main moments of communication in the Gantt chart. The first meeting with the client it will be important to agree on the proposed timeline and to agree what moments the client can give feedback or not. If the client feels free to give feedback at any point and expects the team to change the website accordingly, it would lead to a lot of unplanned work and missing deadlines.

The second meeting is to gather information needed to build the website. After the first three pages are built there is a third meeting with the client where they can give their last feedback. The fourth communication moment is to give the client an update on the progression. The fifth and final meeting would be the presentation and hand-off of the website.

2.4 Communication team

After meetings with clients the team will come together to decide how to move forward. I would choose daily stand up meetings that are used for scrum (C. O'Connel, 2019). The project manager has responsibility to daily communicate with team members individually.

2.4 Communication tools

Main communication with the client will be face to face. If that is not possible I would choose video calling, since this still gives some room for non-verbal communication. Especially when asking for feedback it can be helpful to ask about non-verbal reactions you see (H.T. Molen, F. Kluijtmans 2005).

The team will use daily stand up meetings and Github. With Github the entire team can look at what the other has done and give feedback. Unless all team members know some basic coding, it will probably be the front-end developer who puts all the content on the website eventually.

2.5 Intellectual property

During the first meeting with the client it will be important to agree on how to deal with intellectual property (IP). This agreement should be added to the contract that needs to be signed before work can start. I would choose to have IP rights for the website until it's delivered and paid for. After that the IP will be transferred to the client. That way the team have freedom to do whatever they want with the website if the client decides to break the contract. For the client is is good to eventually have ownership over the IP of everything the company owns (R. Segall, 2018).

2.2 Conclusion

To plan the website for Lofthus Frukt og Saft the different tasks for all five team members were organized and put in a Gantt chart. Challenging was the estimation of duration of tasks and the critical path depending on many other tasks. The client can give feedback during meetings that are on forehand agreed on. Clients are met face to face and the team meets daily and uses Github to collaborate. IP rights are handed over from the team to the client after the website is handed off.

3. References

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4. Bibliography

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5. Acknowledgements

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6. Appendices

Appendices 1. Gantt chart try one.

	A	B	C	Week 1							Week 2							Week 3							Week 3						
				M	T	W	TH	F	SA	SU	M	T	W	TH	F	SA	SU	M	T	W	TH	F	SA	SU	M	T	W	TH	F	SA	SU
1	Website																														
3	**Planning**		**6 days**																												
4	Kick off meetings	Project manager	1/2 d																												
5	Layout	Front-end	2.5 d																												
6	Wireframes	Front-end	2 d																												
7	Style tile	Design	2.5 d																												
8	Meeting 2	Project manager																													
9	**Homepage**		**4d**																												
10	Design homepage	Design	2 d																												
11	Build homepage	Front-end	2d																												
12	Write homepage	Copywriter	2d																												
13	Pictures homepage	Photographer																													
14	**Product page**		**4d**																												
15	Design page	Design																													
16	Build page	Front-end																													
17	Interview company	Copywriter																													
18	Write page	Copywriter																													
19	Pictures	Photographer																													
20	**Product process page**		**3d**																												
21	Design page	Design																													
22	Build page	Front-end																													
23	Write page	Copywriter																													
24	Pictures	Photographer																													
25	**About page**																														
26	**Product process page**		**4d**																												
27	Design page	Design																													