

REPORT - COURSE ASSIGNMENT PRODUCT METHODOLOGY

Student: Kitti Verdal

Program: Front-end development

Introduction:

This report explains my work process in managing creating/producing a new website for Lofthus Frukt og Saft. The company is medium sized and located at Hardanger fjord in western Norway. They are producing one of the best apple juices in Norway. It is a 100% pure natural product, without any sugar added or other additives of any kind. Till now they were mostly present at the local market in western Norway, but they have ambitions to expand and find new markets. They need a new website and has asked my team to design and create it. This is how I would manage my time and team.

The work process:

I started thoroughly reviewing the assignment and the following examples, taking a look at key lessons in this module, and the previous. I made notes of the differences and similarities between the examples and the brief. The example seemed to be very similar, however, Lofthus Frukt og Saft, seemed like they lacked a little bit more in their identity profiling. They also seemed like they wanted focus on the production-process. This means that we will be needing some extra photo-sessions. I therefore decided to put inn some more time solving these things than the example - but other than this I could use it as a guideline for my chart. I also took into consideration my experience and added some time to make up for some extra trying and failing.

After this process I wrote down all the activities I could think of in this particular project, together with a time-estimate on small post-its. I continued making a network diagram, some activities were added as I made the diagram and some were dismissed or pulled together.

I arranged my activities to find the critical path; the longest sequence of activities in the project that must be completed to be on time. At this time my dining table was covered in small notes, some belonged to the critical path and some were floating activities.

When it was time to make the actual chart I wanted to make it in google regneark rather than Excel. I prefer it visually, and it gives me the opportunity to share my project with a link. Either only visually or with the option of editing. This will be handy as the project is ongoing, and my team members can colour their completed activities. I use google drive a lot in my professional life as well as it has the advantage of always being updated. If i were to make it in office Excel (as shown in the lynda video) I would be risking my team members to not have the updated version at all time. By using google the chart is updates at all time.

I made my document, decided on who was going to do what, how long it would take to get it all done, how many people I would need and which communication channels I wanted to use. By the time I started putting in the activities in my spreadsheet I felt like I had a clear overview of the tasks and the timeline. In my chart every cell represents one hour. I placed

all the floating tasks as early in the floating-period as possible and placed the arrows to avoid confusion.

The preferred communication channels:

Team-communication: Slack is a wonderful tool for communication on projects. Instead of mailing each other constantly I would create a channel for the members of this project. Here we would share information, meetings, examples ect.

Sharing and working on the actual project: All collaboration of code and other documents would be shared by Github. It is important to have a clear goal as to where the different type of collaboration takes place - so that everybody is able to work as structured and tidy as possible.

Gantt Chart: For the Gantt Chart I would just send out the link with editing-capability.

Client-meetings: The first meetings with the client would be in person, however to keep up with the timeline some of the meetings would be set up via skype. By sharing screens and by videoconference we would save both time and money. I would set up meetings with the client to present all the major activities on the project, making sure we are all on the same page.

Conclusion

All-in-all this has been a valuable and rewarding assignment. It has given me some tools to manage my time and projects better. I often give myself too short time to complete projects, now I have a more realistic and documented approach to my work and project-managing. Hopefully it will help me stay on track with my projects. I already have two projects at my work where I most certainly will use the Gantt chart, and we have started to use Slack as a communication tool between department and tasks.