March 19, 2016

Project Management

1. Proposal:

What the nature of the project is!

Introduction: Lays out what the overall goal of the project is.

Time Estimate, Advertisements, websites, programs.

Cost Estimate A calculate total amount of the project.

1. Project Objective:

The Planning of the tools, time, personal and meeting.

1. Design Team:

To provide the the graphics and brainstorm different styles for the project.

Example: Dreamweaver, Photoshop, Illustrator, Flash.

1. Developers Team:

To provide the web details into making the site dynamic with the use of web coding.

Example: HTML 5, CSS3, JQuery, JavaScript, and some form of content management system.

1. Management Team:

Responsible for gathering the information needed by the client and signs off on the contracts to confirm the requirements of the project.

1. Support Team:

Provides troubleshooting and monitoring in case there are any problems that might occur during the process.

1. Schedule:

Create a draft on how the website will look like. Create a timeline.

1. Project Budget:

Cost Estimate

1. Planning:

Design/Development

Fonts, Color, Layout, Mobile site.

1. Project Timing:

Needed to have projects done in a sufficient amount of time in case the unexpected happens.

1. Monitoring/Tasks:

Example: Website graphics completed

HTML5, CSS3, JavaScript input completed

Design layout completed

Testing first page completed

Multi-page setup completed

Etc

1. Progress Assessments:

Multiple checkpoints to insure you are on goal.

1. Project Restart:

Possible chance that the problem that occurred before can be solved by a possible misstep that was overlook.

**Create side notes for any error noted for future references**

1. Project Close:

This is when you finalize the deal. A last meeting with the client and team to close up.

Notes:

Project Management Keys:

\*Patient

\*Communicative

\*Prepared