

Website Development Project Planning Report

Introduction

This report reflects on the project planning process for the development for the website of a medium sized company – “Lofthus frukt og saft”. Main topics include how tasks have been scheduled and allocated with a Gantt chart and what communication tools will be used to facilitate team work in a web project.

The collaboration process

Prior to the beginning of this project, our team has received a specification from “Lofthus frukt og saft”, stating their requirements and some general ideas about what sort of page they want to be produced. Based on their requirements I will have gathered a team of professions that are suitable for each role the project requires. Our development team will consist of interaction designers, front-end and back-end developers, a copywriter, etc. Additionally, we will consider to hire an external photographer and/or graphic designer.

I believe it would be useful to initiate the planning process through a physical meeting with all the stakeholders of the project. The goal of this meeting is a collaborative brainstorming to get a clearer idea of the client’s expectations and what we are able to deliver, based on resources and budget.

After the initial meeting, a Gantt chart will be produced and shared among all team members and the client which will help to clarify the timeline as well as all of the components of the project. Subsequent communication will mostly be through digital channels, however, I also expect that for the completion of each phase specified in the Gantt chart we will have another physical meeting with the

client to give a briefing about the progress and to receive some immediate feedback and confirmation from the client.

For the overall documentation of the requests of the customer as well as the current status of the project, we will be using Confluence. Here, much of the communication between the client and development team, as well as revisions to requirements and other adjustments, will take place. As for internal communication inside the development team, we will be using Slack in our day-to-day communication. Here we would have one common channel for the whole team (everyone working on the project) as well as open up for subteams forming specific task channels.

During the design phase our copywriter will use Google Drive to create collaborative documents that the client can make contributions and remarks to. For example, when writing headlines and other content for the website the copywriter will present some suggestions to which the client is able to immediately provide feedback, directly in the same document. If the client gives the go-ahead, the copywriter can then proceed with the plan. This allows for flexible and instant feedback and sharing of ideas. Additionally, Google Drive will also be used to store raw versions of images and photos for the website.

During the development and testing phases, we will use the enterprise version of GitHub (as we assume our client will prefer the privacy it offers) as a centralized version control system. Here all developers can make changes by pull and push requests.

A breakdown of my Gantt chart

The Gantt chart that I have created for this project is structured as follows:

- I started by making a Work Breakdown Structure (WBS) for the project. That is, breaking down the work into smaller activities. At the highest level of the WBS, the project's process has been grouped into five phases: planning, design, development, testing and launching. Then, I further broke down the work into smaller chunks, so as to identify the dependencies among these activities. Afterwards, I translated the WBS into a Gantt chart using an open source Gantt chart developing tool – GanttProject.
- I have tried to illustrate in what order I completed the different activities of the project by grouping some activities as subtypes of others. I have also applied different colours to each "level" of activity. For the critical activities the colour is red, sub activities belonging to the critical activities are coloured in pink, and the level below the sub activities are green. At the very lowest level, that is below green, the activities are coloured grey.
- Additionally, important meetings with the clients have been marked as "milestone" with red colour.
- And the dependencies among the activities have been highlighted with arrow lines.

Conclusion

As a complicated project with lots of different requirements, it is essential to have a solid plan that both the client and the development team is in agreement about and have a shared understanding of. By making use of a range of task experts as well as helpful tools such as the Gantt chart and digital platforms for communication and sharing of ideas and drafts, this large scale project will be able to proceed in a smoother and more flexible way.