

# **Project work proses (report)**

Before starting planning my project, I need to collect all my resources and tools. What tools do I prefer for planning for a project?

These are tools to push me forward to plan my project in a good and effective way. And it will help me communicate with my client and the team.

## **Relevant tools**

- Trello
- Slack
- Dropbox
- Monday.com

## **Relevant tools for effective communication**

- PowerPoint presentations
- Open meetings
- One-on-one meetings
- Email and fax

These tools will help me to present my job to the customers in a short and understandable way.

When I have all these tools, then I'm ready for my next move in my project planning.

## GANTT CHARTS

|    |             |                                     |                 |                   |                 |
|----|-------------|-------------------------------------|-----------------|-------------------|-----------------|
| 1  |             |                                     |                 |                   |                 |
| 2  |             |                                     |                 |                   |                 |
| 3  |             | <b>PROJECT NAME</b>                 | <b>DURATION</b> | <b>START DATE</b> | <b>END DATE</b> |
| 4  |             | Lofthus frukt og saft               | 26              | 01-Nov            | 27-Nov          |
| 5  |             |                                     |                 |                   |                 |
| 6  | <b>TASK</b> | <b>TASK DESCRIPTION</b>             | <b>DURATION</b> | <b>START DATE</b> | <b>END DATE</b> |
| 7  | 1           | Project kick of - Start researching | 4               | 01-Nov            | 05-Nov          |
| 8  | 2           | Gather all my researches & ideas    | 2               | 06-Nov            | 08-Nov          |
| 9  | 3           | Read about the Company              | 1               | 09-Nov            | 10-Nov          |
| 10 | 4           | Layout on /Adobe XD/Illustrator     | 2               | 11-Nov            | 13-Nov          |
| 11 | 5           | Adding all necessary content.       | 1               | 14-Nov            | 15-Nov          |
| 12 | 6           | Asking for help about changes/ideas | 1               | 16-Nov            | 17-Nov          |
| 13 | 7           | start planing to code               | 1               | 18-Nov            | 19-Nov          |
| 14 | 8           | Coding with HTML/CSS                | 3               | 20-Nov            | 23-Nov          |
| 15 | 9           | testing the code                    | 1               | 24-Nov            | 25-Nov          |
| 16 | 10          | presentation                        | 1               | 26-Nov            | 27-Nov          |

My Gantt Charts shows how I plan my project in a visual way. This is very good way to plan any project

I have made this Gantt charts to plan my project during the duration day. In this table, it shows.

- **Task description:**

I organized my task this way(table), the reason was to make it simple and understandable.(and I have done some researches).

- **Duration:**

Duration shows less than 1month, that is because having some free days/break is needed when working with project.

- **Start date/end date:**

The table shows how many days I need for each task. Some tasks are more different then then the others. That makes me work more days.

## The calculation (Gantt Charts)

| START DATE | END DATE | 01-Nov | 02-Nov | 03-Nov | 04-Nov | 05-Nov | 06-Nov | 07-Nov | 08-Nov | 09-Nov | 10-Nov | 11-Nov | 12-Nov | 13-Nov | 14-Nov | 15-Nov | 16-Nov | 17-Nov | 18-Nov | 19-Nov | 20-Nov | 21-Nov | 22-Nov | 23-Nov | 24-Nov | 25-Nov | 26-Nov | 27-Nov |
|------------|----------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| 01-Nov     | 05-Nov   |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |
| 06-Nov     | 08-Nov   |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |
| 09-Nov     | 10-Nov   |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |
| 11-Nov     | 13-Nov   |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |
| 14-Nov     | 15-Nov   |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |
| 16-Nov     | 17-Nov   |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |
| 18-Nov     | 19-Nov   |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |
| 20-Nov     | 23-Nov   |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |
| 24-Nov     | 25-Nov   |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |
| 26-Nov     | 27-Nov   |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |
|            |          |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |

This is the calculation of the project shown in Gantt charts table.

The green boxes show how long each task will take.

Why do I need This?

- It is more like professional way to work with project
- It will help me to stay in my plan and not overwork.
- I work smarter

### How did I create this Gantt charts using Excel?

So, how did I create this Gantt charts using Excel? There are many different ways to create a Gantt charts table. You can use:

- Gantt charts (their own)
- Excel
- Google sheets

However, I preferred to use Excel because it's easy and works just as fine as others. And some of the tools in excel are more likely than others.

| START DATE | END DATE | 01-Nov                  | 02-Nov | 03-Nov | 04-Nov |
|------------|----------|-------------------------|--------|--------|--------|
| 01-Nov     | 05-Nov   | =IF(F6>=D7,F6<=I7),"X"; |        |        |        |

This is formula in Excel must be used when creating table. This is how I created the Gantt Charts in excel.

