Report: Lofthus Frukt og Saft

A WRITTEN REPORT ABOUT THE PROJECT PLANNING FOR:
LOFTHUS FRUKT OG SAFT

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Introduction

In this assignment we where to plan a project around a website that a company named "Lofthus Frukt og Saft". The planning had to contain a Gantt Chart, and a overview over how I would go thru with the planning and collaboration with both the client and the entire team.

This report goes thru the overview of the team chosen, how the team will collaborate with each other and the client, and what communication tools to use in this project.

You will also see a brief work process for the team from beginning to launch of the site.

THE TEAM

Since the client "Lofthus Frukt og Saft" had very little prepared for use for the website, the team had to expand beyond just a single Front-End Developer. As for this I did decide to use the following for this project.

- Project Manager
- Front-End Developer
- Designer
- Copywriter
- Photographer
- UX/UI Tester

The reason for this number of workers is for the best possible workflow. Since the already lack of content around this is highly necessary.

Project Manager

The Project Manager will be the one to lead the entire team, and at the same time have contact with the client on a weekly basis. This person will also have a big part of the planning ahead and the final launch of the product.

Front-End Developer

The Front-End Developer will take a big part in both the planning, design and build process. To get the most out of the site should look like. Without this knowledge the and involvement the FED would not be able to get the most out of the site.

Designer

Since the client got a simple logo, and no visual content for the site, a designer is needed. Before the site can be build a Style Tile must be made, and with collaboration with the Front-End Developer this should be made by the designer itself.

Copywriter

The client didn't have any written content for the site, and that's why a copywriter is needed. The copywriter must research and figure out the usergroup for the site and create content around this. Also, to gather up some facts about the client and their history.

Photographer

The site needs pictures, and to get the best possible pictures a photographer is needed, both for taking the photo's and to edit them in Photoshop. Also, to be able to spot where these should be used and when.

UX/UI Tester

Just before the launch of this project, a UX/UI Test has to be done to be able to spot any bugs or issues with the site, and here is where the team needs to hire someone to run this test, and to get comments from the selected users for the site.

COLLABORATION

Team

There isn't always possible for a team to work in the same office, and therefore other resources might be useful for the team to work good together.

In this project I have planned out that that Slack will be used to collaborate with all of the team members. The good thing with Slack isn't just that you can chat in this app, it can also integrate a lot of other apps within it.

And one of the integrations are Google Drive, and Google Drive is planned out to use in this project as a cloud storage unit. With Google Drive the team has a possibility not to just upload files to it, but with Google Docs and Google Sheets many of the text documentation can be converted to Google files and edited within this app, making it easier to rely on if said one team member doesn't have a Word Processor.

With Google Drive integrated the team members can easily download files from Google Drive and into Slack.

Slack can also share code snippets, images and other files, making it easier to send files back and forth within the team, and getting fast feedback while doing it.

Client

During a project like this its important to keep your client up to date, and this is why its important to have weekly updates to your client. For this project the clients will also have access to Slack, in the same way as the team members do. And if the weekly meetings aren't possible to go thru with at the same location, Slack is there to solve the problem.

With Slack Calls the Project Manager and the client can have their meetings via a video conference call. And with this feature it is not only restricted to the webcam itself, you can also share your screen.

With screensharing with your client, you can easily show them the progress the team has so far, and the thoughts of it further.

GANTT CHART

The Gantt Chart is created with Excel and is has a purpose to show the planned progress throughout the project. It shows the different steps of each main tasks and a few subtasks that I felt was important. As the tasks complete, they will appear green to make it easy to show where the team are at the time.

Work Process

Initial Meeting

To start of the project the first thing to do is to have the initial meeting with your client. To hear their thoughts and figure out how they will their website to look like as the end product.

Research

Research is the next step of the project. Before the website can be designed at any point the team needs to have some thoughts about what the target audience is, and what do the client want to achieve with the site. And by figuring this out you can also plan out what the content should be.

Design

When the team has all their content research done its time for the design. The design has to do with the site structure, style tiles and how the text and images should go together on the site. What image suits well to this text, and so on.

Build

After the design is ready the team can start to build the actual site. And here is where the Front-End Developer can start coding the site. And importance is to make the site Mobile First and code it to suit most modern browsers.

UX Test

Before the site can be ready to launch its important to have a test of the UX/UI. To do this you need a focus group to test out the site, and every aspect of it. What is good and what is not about the site? What can be done better? And what shouldn't be there?

If these tests show big flaws in the site, the team can fix these issues and the site is then ready for launch.

Launch

Now the site is ready for launch. The team has the final meetings with the client and plan out how they will launch the site and make it active for others to see.