

## **How to start project and how to deliver a Project Plan**

You are all new to web project activities, so quick guidance to key steps in web projects will be beneficial to all you.

The first step in every web project after project manager is elected/nominated/self-nominated is delivery of a project plan.

*Project plan is a sole responsibility of a project manager(s) and it should be delivered within 24h from the start of a project.*

Project plan is usually a word or a PDF document that is attached to a discussion thread. Everyone from a group should review it and give suggestions for improvement if they are any. All of this has to happen swiftly. Remember not to waste precious time, as you need to concentrate on execution of your project within your discussion.

***This document must be electronically signed by all group members and then it becomes a binding agreement.***

What should you include in your project plan?

All requirements are given in a table issued with your project initiation, however some of the most important parts are:

- ***Timetable or a schedule*** should be part of every project plan. Schedule should not be only equally distributed time slots for every question/task. Read about your project first and then try to identify the risks. Maybe some task within your project will require more time than the other. Carefully read introduction, as there could be some hints as to what to pay particular attention to. One major mistake in project scheduling is that PM allows TOO MUCH TIME for writing a report. Please remember that only a project managers should write a report and that is best to happen in parallel to discussion. Good practice is to summarise each task, post it on discussion board for a group to agree or add some changes. But more about project reports will be given later on when we talk about this topic.
- Good idea is to extract your project schedule (only a table) within your discussion forum so that everyone can quickly refer to it without going into attachments.
- ***Project Description***, what is the aim, what is a brief scope, main deliverables etc.
- ***Key roles and responsibilities including resources***  
In your case your obvious resources would be the textbook, lecture notes and reliable and reputable web sites. Be careful not to trust all

Internet information. The Internet empowers us to educate ourselves and make more informed choices and decisions without leaving our couches. But if we believe everything we find on the Internet, we are likely to wind up making some very poor decisions. And always remember to REFERENCE.

- ***Communication strategy including frequency*** - Agree in which occasions to use emails, SMS, social network and face to face meetings. However, be very mindful that all of those are only for organizational purposed as you do not get marked on what we cannot read.
- Within your project communication organization you may specify how you wish to organize your weekend interaction. Most groups do not mind posting during weekends, but your groups may agree differently.
- You do not need to be all on-line at the same time to discuss. So there is no need to schedule on-line meetings for real time discussion unless you have a certain problem and you need quick interaction to solve it.
- It is very important to read and understand web project instructions as your marks are mostly influenced by this. Project manager should reiterate that everyone is scored individually, that you should Log into Moodle every day to see what you group has been discussing and to add your comments. It does not require much time, but it influences your mark greatly. Project manager has to participate and discuss the topic

like all other group members, do not assume that you should only manage your group. Requesting others to do required tasks and managing responses will not get you good marks.

It is good practice not to have attachments as it disturbs discussion and to present everything visible within your discussion threads (tables, pictures, videos, documents etc.)

Never use goggle document within discussion, only for a draft report. We need to see your individual contribution and Google document collaboration does not allow this. Do not loose important marks because of this simple error.

Try to log in daily, study before you post, comment on other posts, develop discussion etc.

All of these and much more are your **key success factors**.

Finally, on your Moddle page there is a sample project plan that can give you ideas how to start. The purpose of this document is only to give you an idea and not to copy it. Also, the sample does not contain all requirements from a project charter table, so be mindful of this.

With better planning there is a better chance of executing project well, but be careful not to overplan and not to drag your project because of it. No plan will have enough detail to cover all angles, so to make up for this we COMMUNICATE!