



Technical Report

Project Methodology CA

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1. Summary

In this assignment, I describe the process of creating a Gantt chart for a company called “Lofthus frukt og saft”. The company have ambitions to expand and find new markets, and need a new website in order to promote and sell their products.

For this project, I will need 5 members and each of these members will be distributed with various tasks according to their profession. The estimated time for this project is 4 week, starting from August 31st 2020. Every critical phase of this project last 1 week. We will provide the client original content, such as design, photos, text and etc.

Furthermore the report describes the communication tools the team will be using, such as GitHub and Slack. The team will meet up with the client every Friday for updates, reviews and feedback.



2. Body

2.1 Introduction

This report describes my work process on how I made a Gantt chart for a web development project for a juice company called “Lofthus frukt og saft”. The Gantt chart was created on Excel, because I find Excel convenient. I have uploaded the Gantt chart as a pdf file on my Github account. Here is the link:

<https://github.com/Viveca24/projectmethodology-ca>

Interpretation Of The Task

My interpretation of this project is that the company needs to build their online presence in order to create awareness among their new potential customers. It is important that the company focuses on building their brand and differentiate themselves from their competitors. According to Fredriksen “high-growth firms are almost three times more likely to have a strong differentiator” (Fredriksen, 2019). Lofthus frukt og saft biggest differentiator is that their products are 100% pure natural product, without any sugar added or other additives of any kinds. It is important to highlight this major differentiator and their brand with help of visual assets to use in the website production.

I believe that Lofthus frukt og saft wants a high-quality website with great design. Since they have not given any time frame for the project, I choose to interpretate that it is my responsibility to decide the time frame for this project.



2.2 Main section of report

Research and Analysis

Inspiration & Analysis

I analyzed other competitors' websites and what kind of content, pages, images, design and texts they had on their website. I observed that many of the websites (such as "raajuice.no", "essentialy.no") had simple pages with simple design and images. This gave me an indication of what type of content I could use for Lofthus frukt og saft's website and estimate the time length of the project. The website will contain pages such as:

- **Hjemme;** The homepage for the website
- **Våre produkter;** On this page the products will be displayed with description of the products
- **Om Oss:** a page that will contain information about the company (such as goals, vision and mission) and the company" history
- **Kontakt Oss:** This page will contain the company's contact information such as telephone number, email, address, a contact form and links to the company" every social media platform.

Work Process

I wrote down every important tasks that will be needed to complete this project, and I listed down the tasks in correct order in excel. Then I had to decide the amount of time/day that will be spent on each tasks and distribute these various tasks to team members according their profession. This project needs 5 team members (including myself) to complete the website for Lofthus frukt og saft.

These are the following member and their purpose with the project:

- A *project manager* to keep track of the project, lead and communicate with the team members and the client.
- A *designer* to focus on the design aspect of this project.



- A *content creator* to plan the content of the website and copywrite the text for every page on the website.
- A *front-end developer* to implement the web designs through coding.
- A *photographer* to take photos of the products and the employees for the website.

Based on how many tasks that is required for this project, I estimate that this project will need 4 weeks to complete the website. The project will start August 31st 2020 and end on September 28th 2020. The main focus is to create a simple and a modern website that will showcase the Lofthus frukt og saft's juices in best way possible with beautiful web design. Every phase (critical path) in this project will therefore last 1 week: 1) Project planning, 2) Design, 3) Development and 4) Testing & Launching.

Communication

The project manager is responsible for the communication with the team and the client. The project manager and the team will have a meeting with the client at their office to review the project and ideas and get feedback from the client every Friday. These feedbacks will be used to improve the project. The team will use Github as a platform for the technical communication, and Slack will be used among the team members if they have any ideas or feedback.

The Gantt chart

The Gantt chart will give the team members an instant overview of the project, the tasks, the deadlines for each task and meetings with the clients. The Gantt chart has different colors so the different activities stands out and makes it easier for everyone to "read" the chart. The client will also get access to the Gantt chart, since the chart is a great way of showing how the project is organized.

Intellectual Property rights

In cooperation with the client, the project manager will handle the scope of intellectual property rights. For this project, a photographer is hired in order to avoid using any stock photos. Once the work is completed and



the payment has been received, the client will own the rights to the work.

2.3 Conclusion

Summary and evaluation

This assignment has been a great learning experience in terms of project and time management for future project. A Gantt chart is a great way to use for project and is an easy way to understand who is responsible for which activity, when the activities begin and end and how long the activity is scheduled to last. I believe I have managed to include all the checkpoints that this assignment requires for making a Gantt chart.

I will definitely use the Gantt chart in my future assignments and projects. I have been a project manager for any projects, and I feel I could handle this role thanks to this course.



3. References

Fredriksen, L. «Why Brand Differentiation is Essential for Professional Services Firms to Succeed». 2019. Internet:

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Marinov, V. "Intellectual Property Rights – Freelancer vs. Client explained in 5 steps". 2018. Internet:

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4. Acknowledgements

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5. Appendices

Start writing here



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Project Methodology Course Assignment

						WEEK 1				WEEK 2				WEEK 3				WEEK 4				LAUNCH					
		Assigned to	Duration	Start date	End Date	Status	mon 31/8/	tue 1/9/	wed 2/9/	thur 3/9/	fri 4/9/	mon 7/9/	tue 8/9/	wed 9/9/	thur 10/9/	fri 11/9/	mon 14/9/	tue 15/9/	wed 16/9/	thur 17/9/	fri 18/9/	mon 21/9/	tue 22/9/	wed 23/9/	thur 24/9/	fri 25/9/	mon 28/9/
Website Development for Lothus frukt og saft																											
Task	Assigned to		Duration	Start date	End Date	Status																					
Lothus frukt og saft			4 week	8/31/2020	9/28/2020	Active																					
Project Planning			5 days	8/31/2020	9/7/2020	Upcoming																					
Define requirements, goals & brainstorming	All team members		2 days	31/ Aug.	1/ Sep.																						
Research & Analyze competitors	Project manager		1 day	2/ Sep.	2/ Sep.																						
Strategic planning	Project manager		1 day	3/ Sep.	3/ Sep.																						
Content planning	Content developer		1 day	3/ Sep.	3/ Sep.																						
Meeting with clients	All team members		1 day	4/ Sep.	4/ Sep.																						
Design			5 days	9/7/2020	9/14/2020	Upcoming																					
Sitemap	Front-End Developer		1 day	7/ Sep.	7/ Sep.																						
Wireframe layout	Designer		1 day	8/ Sep.	8/ Sep.																						
Moodboard	Designer		1 day	9/ Sep.	9/ Sep.																						
Photoshoot of products and employees	Photographer		1 day	9/ Sep.	9/ Sep.																						
Prototype of design	Designer		1 day	10/ Sep.	10/ Sep.																						
Rewiewing with client	All team members		1 day	11/ Sep.	11/ Sep.																						
Development			5 days	9/7/2020	9/14/2020	Upcoming																					
Content writing	Content developer		2 days	14/ Sep.	15/ Sep.																						
UX/UI Planning and testing	Designer		2 days	15/ Sep.	16/ Sep.																						
Coding, integration and site build	Front-End Developer		4 days	14/ Sep.	17/ Sep.																						
Client feedback meeting	All team members		1 day	18/ Sep.	18/ Sep.																						
Testing & Launch			5 days	9/14/2020	9/21/2020	Upcoming																					
Testing and document found issues	Front-End Developer		1 day	21/ Sep.	21/ Sep.																						
Correct issues found	Front-End Developer		2 days	22/ Sep.	23/ Sep.																						
Final Testing	Front-End Developer		1 day	24/ Sep.	24/ Sep.																						
Demo/Presentation with clients	All team members		1 day	25/ Sep.	25/ Sep.																						
Launch	All team members		1 day	28/ Sep.	28/ Sep.	Upcoming																					

Team Member
Project Manager
Designer
Content developer
Front-End Developer
Photographer

- Time for each phase
- Time per task
- Meeting with clients