Technical Report

Lofthus Frukt og Saft

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Word count

Summary: 221 | Main text: 1525

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1. Summary

This is a report on 'Lofthus Frukt og Saft' website project. The task is to create an online website for company 'Lofthus Frukt & Saft', including all the necessary content (identity elements, articles, photos etc.). The company have a logo and a simple brand strategy and need visual assets to use in the website production.

This report explain my work process and choices when making Gantt chart, choicing resources and communication tool for the project. The project team consist of five resources, which are Project Manager, Front-End Developer, Back-End Developer, Copywrither and Designer.

The Gantt chart illustrated the project schedule and includes all of the activities with time frame and who is responsible. I have created a Gantt chart with tool Think Cell and the chart is to use for the project so project resources can see the dependency relationship between activites and schedule status. I chose to use the tool Think Cell to make Gantt Chart because it is the number one PowerPoint software in consulting, and is very easy to use and gives a visual good overview of a schedule (https://www.think-cell.com, 2019)

To ensure a good project cooperation and progress I have choosen communication tool Skype, Sharepoint and Jira. To communicate and involve satisified clients/customer there are set of weekly meetings for status and discussion as well as demostrations.

2. Body

2.1 Introduction

This is a report on a project given from company 'Lofthus frukt og saft'. The task is to create the online website, including all the necessary content (identity elements, articles, photos etc.). 'Lofthus frukt og saft' have a logo and a simple brand strategy and will need visual assets to be created to use in website production.

This report is a overview of the project with gant chart and the work that will be done. The chart will include all the different activities and task, and who is responsible for which activity. I have chosen a periode of 10 weeks to run the project for.

2.2 Main section of report

Resources

This project have five resources to complete the website project. The resources are listed in table 2.2.1

Role	Name
Project manager	Marius Aleksander Borg
Front-end developer	Aisa Maria Phan
Back-end developer	Lily Eileen Simpson
Designer	Aleksander Sorg
Copywriter/content specialist	Maria Thriller

Table 2.2.1

User stories and tasks

The projects 'system must' are attached in appendices under section 5.1 Themes and user stories. Here are an overview of tasks for each of the stories, including whom long these tasks should take and who would be responsible for completing the task.

TASKS			
Theme: Finding Product Information			
User story: Search and categories			
Name	*Begin date*	*End date*	*Responsible*
Project Start Meeting	18.11.19	18.11.19	Project Manager
Plan			
Project planning, research and need assessment	18.11.19	20.11.19	Project Manager
Design			
Design meeting	20.11.19	22.11.19	Designer
Style tile	22.11.19	25.11.19	Designer
Portfolio images and design elements	22.11.19	25.11.19	Designer
Wireframe website	22.11.19	22.11.19	Designer
Planning and creating written content	22.11.19	25.11.19	Copywriter
Build			
Customer Approval Meeting	25.11.19	29.11.19	Project Manager
HTML and CSS	25.11.19	28.11.19	Front-End Developer
JavaScript	25.11.19	28.11.19	Front-End Developer
Code for server	26.11.19	29.11.19	Back-end Developer
Launch			
Launch Meeting	02.12.19	02.12.19	Project Manager
Cross Platform and Browser Testing	02.12.19	04.12.19	Project Manager
			Front-End Developer
			Back-End Developer

Table 2.2.2

TASKS				
Theme: Production Process information				
User story: categories, sign-up and visit				
Name	Begin date	End date	Responsible	
Project Start Meeting	21.11.19	21.11.19	Project Manager	
Plan				
Project planning, research and need assessment	21.11.19	25.11.19	Project Manager	
Design				
Design meeting	25.11.19	29.11.19	Designer	
Style tile	26.11.19	28.11.19	Designer	
Portfolio images and design elements	26.11.19	29.11.19	Designer	
Wireframe website	26.11.19	27.11.19	Designer	
Planning and creating written content (articles)	26.11.19	29.11.19	Copywriter	
Build				
Customer Approval Meeting	02.12.19	09.12.19	Project Manager	
HTML and CSS	02.12.19	06.12.19	Front-End Developer	
JavaScript	02.12.19	06.12.19	Front-End Developer	
Code for server	03.12.19	09.12.19	Back-end Developer	
Launch				
Launch Meeting	09.12.19	09.12.19	Project Manager	
Cross Platform and Browser Testing	09.12.19	12.12.19	Project Manager
			Front-End Developer
			Back-End Developer

Table 2.2.3

TASKS			
Theme: Becoming a supplier			
User story: contact information, Book meeting, Profile, Textfield			
Name	*Begin date*	*End date*	*Responsible*
Project Start Meeting	25.11.19	25.11.19	Project Manager
Plan			
Project planning, research and need assessment	25.11.19	28.11.19	Project Manager
Design			
Design meeting	29.11.19	06.12.19	Designer
Style tile	03.12.19	04.12.19	Designer
Portfolio images and design elements	04.12.19	05.12.19	Designer
Wireframe website	05.12.19	05.12.19	Designer
Planning and creating written content (articles)	04.12.19	06.12.19	Copywriter
Build			
Customer Approval Meeting	09.12.19	13.12.19	Project Manager
HTML and CSS	09.12.19	11.12.19	Front-End Developer
Code for server	10.12.19	13.12.19	Back-end Developer
Launch			
Launch Meeting	16.12.19	16.12.19	Project Manager
Cross Platform and Browser Testing	16.12.19	18.12.19	Project Manager
			Front-End Developer
			Back-End Developer

Table 2.2.4

TASKS			
Theme: Order			
User story: Customer, supplier, edit items, payment methods, delivery options, order confirmation			
Name	*Begin date*	*End date*	*Responsible*
Project Start Meeting	02.12.19	02.11.19	Project Manager
Plan			
Project planning, research and need assessment	02.12.19	06.12.19	Project Manager
Design			
Design meeting	05.11.19	06.12.19	Designer
Style tile	06.12.19	10.12.19	Designer
Portfolio images and design elements	09.12.19	12.12.19	Designer
Wireframe website	09.12.19	11.12.19	Designer
Planning and creating written content (articles)	06.12.19	12.12.19	Copywriter
Build			
Customer Approval Meeting	13.12.19	19.12.19	Project Manager
HTML and CSS	13.12.19	20.12.19	Front-End Developer
JavaScript	16.12.19	19.12.19	Front-End Developer
Code for server	13.12.19	20.12.19	Back-end Developer
Launch			
Launch Meeting	26.12.19	26.12.19	Project Manager
Cross Platform and Browser Testing	26.12.19	03.01.20	Project Manager
			Front-End Developer
			Back-End Developer

Table 2.2.5

Gantt chart

When creating a Gantt chart for this project my goal is to make a schedule that have a good overview of all of the activities and is easy to understand all the different activities, tasks and who is responsible. I chose to use the tool Think Cell to make Gantt Chart because it is the number one PowerPoint software in consulting, and is very easy to use and gives a visual good overview of a schedule (https://www.think-cell.com, 2019)

The Gantt chart have four categories: Planning, Design, Development and Launch. All of the meetings are marked as a red milestone, except start meeting for Design and all of the bar indicate how long each activity will last.

The chart gives an overview of the responsible areas (planning, design, development, launch) so all of the project resources can see when each activity starts, how much time is set to each activities, start and end dates, who is responsible for which activity and key meetings with customer and presentations.

During the planning stage, the Project Manager is responsible to for project start meeting with all of the resources, all of start meeting for the four different Themes (Product Information, Production Process, Becoming supplier and Order) and also weekly meetings with project and customer. The weekly status meetings are place where resources, key people to project and customer have a place to meet, to get status and demonstration on how the project is going and also have the opportunity to come with feedbacks and questions. During this planning stage, I have also planned activity "Project Planning, research and need assessment" meeting in the beginning of the project and Project Manager who is responsible. In this meeting all of the project resources have to participate to ensure a understanding of what is important, what need to be done, what need to be developed and created and have time to research marked needs, product list, competitors, visual assets, understand customer needs and come with ideas on the layout for website.

Project Manager is also responsible for all planning, research and need assessment meetings, to ensure a good flow in project and prioritize what is important to develop and design.

For the design part, the most important part is development of style tile. The company did not have any visual assets and that is why one of the first activities are typefaces, graphic design elements and designing interaction and navigation design. During this part of the process the Designer have responsibility with Copywriter to create content as articles, images, graphic elements, colour and typefaces so it is fits 'Lofthus Frukt og Saft" logo and brand strategy. Wireframe is essential to make an attractive layout for the website and guidelines to development (CSS) how the webpage should look.

After design of the website is finished, the development (building) part is next. Resources for this part is Project Manager, Front-End Developer and Back-End Developer. Project Manager is responsible for Customer Approval meeting, where customer is included to approve cases that are to develop. Front-End Developer is responsible for building HTML, CSS and Javascript based on style tile, wireframe and tasks for each user story, in short term responsible for writing code for client's device. Back-End Developer is responsible for writing code for the server.

The last stage is Launch and Project Manager is responsible for Launch meeting with key people of the project and customer. This meeting includes demonstration of the website.

I have blocked some time after Launch Meeting, that are called Cross Platform and Browser Testing, just in case of there are any bugs, fault or anything that need to be changed after demonstrating last version of website. It is Project Manager that is responsible for cross platform and Browser testing, but Front-End Developer and Back-End Developer are also included as responsible due to their expertise competence to solve possible bugs or errors. The Gantt chart for 'Lofthus Frukt og Saft" website project are attached under Appendices as 5.2 Gantt chart

Communication tools

The Project Manager will be holding a weekly meeting involving all the resources and stakeholders to give update on the project and have an arena for questions and feedbacks. In this project, we will be using Skype, SharePoint and JIRA as communication tools.

SharePoint is document management and collaboration tool developed by Microsoft. (https://rgtechnologies.com.au, 2019). SharePoint will be used to share workspaces, information, ideas, solutions and documents. All of the project resources have access to the SharePoint and can download or upload important files. The reason I have choose SharePoint is because it enables communication with all of the resources, by letting all of the users see important information and communication accordingly, and store information in a central location. Lastly, it encourage collaboration, where participant see the benefits of using and sharing with each other's (https://rgtechnologies.com.au, 2019).

I chose Skype because it is a well-known software and millions of user use Skype globally (https://support.skype.com, 2019). Skype Software enables communication between individuals and business and have functions as video conference, one-to one and group calls, instant messages and share files with other peoples on Skype (https://support.skype.com, 2019).

I also chose Jira Software because it is one of the best software development tools to use by agile teams (https://www.atlassian.com, 2019). I have used JIRA often and the reason I consider it a great development tool is that it is built for every member in a project to plan, track and release great software. The board in Jira gives a good overview of stories and issues to be done, and have a good function to distribute tasks across software team. I consider this as a communication tool, because it gives a user an understanding of what need to be done and can easily refer to JIRA to other parts, so it is a common understanding.

Intellectual property (IP)

When considering intellectual property in terms of earning and protecting IP, it is important for 'Lofthus Frukt og Saft' to establish brand identity and prevent others competitors to use their design or assets.

Since 'Lofthus Frukt og Saft' produce one of the best apple juices in Norway, it is important to secure the rights to their production processes so they can profit from their unique assets.

Therefore, they can earn the most by being able to market and brand themselves as "best apple juice in Norway".

Their goal is to expand their market from western Norway to new markets, and in this process, they want to promote their production process. My consideration about intellectual property for 'Lofthus Frukt og Saft' is to secure their rights to their production process. My recommendation for the Business owner will be protect their intellectual property assets, such as name, design and production process of juices. I consider that their production process are in risk for copying from other, since there are promoting how they produce the best apple juices in Norway and can lose their advantage as one of the best producer of juices in Norway.

Regarding how to protect intellectual property 'Lofthus Frukt og Saft', can trademark or take patent on their name, designs, logo symbols, products or services by for example applying at www.patentstyre.no. By doing this, the company is protected if any other competitors uses their intellectual assets.

They also can copyright expresses or an idea, for example a juice recipe. Having copyright gives you exclusive right to copy, reproduce and distribute your products or services.

If 'Lofthus Frukt and Saft" have secret recipes to make the best juices in Norway, it will be important that they have a policy that explains who can access their trade secret. Especially, will this be important if they cooperate with other partner or suppliers that sell their goods. In this policy, it will be important to have a non-disclosure agreement before giving the other part access to secrets.

2.3 Conclusion

In conclusion, this report have achived what the assignment goal is, which is to plan and document a website project development process for 'Lofthus Frukt and Saft.

When planning and documenting the project development I have used tool Think Cell to create Gantt chart, Word for writing report and relevant resources were from Design 1 and

Project Methodology lessions from Noroff, to gain knowledge on how to best practice and plan the project process.

I have shown and discussed planning tools and collaboration methods that will be used for this project, and shared my considerations toward intellectual property in terms of earning and protecting 'Lofthus Frukt og Saft' IP.

My reflection about my submission are that I have achived to show I understand how to plan and document a project development. In the end I have uploaded the files to my GitHub repository, https://github.com/amp-2103/noroff and made sure that my repository is public.

3. Bibliography

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4. Acknowledgement

This is a report of how I will plan and document this project and development process, with the intention to explain my work process and justifying my choices, and showing how to write this in a report.

I want to thank my work for the experience I have gain from working in a project, an experience that made this course assignment more understandable. Also it is good to read that syllabus is reflected in real work life. I also want to thank Noroff for having a good and relevant resources as syllabus, that gave me directions on how to write and what is important in planning a project. I appriciate the avaible tools, syllabus and teacher that stand by for any questions.

5. Appendices

5.1 Themes and user stories

Theme
Finding product information

Epics
"As a customer, I want to be able to easily find product information, so I can read more information about products I may buy, or to compare to others product or If I want to be inspired". *"As a customer, I want to be able to find promotion and commercial ads, so I can easily find out if there are any promotions"*

Features
- Search function - Break down products into categories

User story – Search	User story – Categories
As a user, I want to be able to search for a product so that I don't have to browse through unnecessary pages	As a user, I can chose products in different categories, so that I easily can compare and find product/promotion information.

Theme
Finding production process information

Epics
"As a customer/supplier, I want to be able to easily find information about the production process, so I can learn about the process and be inspired to buy products and/or become a supplier."

Features
- Break down process into categories - Sign up for more information - Sign up for visit

User story – categories	User story – Sign up	User story – Visit
As a user, I want to be choose different categories in the production process, so I do not have to browse through unnecessary parts of the process.	As a user, I can sign up email, so I can received more information about the production process on mail.	As a user, I can sign up and choose from available times, so I can visit the company for a guided tour/visit to see the production process.

Theme
Becoming a dealer/supplier

Epics
"As a potential supplier/dealer, I want to be able to registrate a profile, so I can contact company and become a supplier and sell company's products to end-user."

Features
- Contact information - Book meeting - Registrate profile - Text field

User story – contact information	User story – Book meeting	User story – Profile	User story – Text field
As a potential supplier, I want to be able to give my contact information, so the company can contact med regarding becoming a supplier.	As a potential supplier, I can book a meeting with the company, so I can have meeting with a representative from a company to become a supplier.	As a potential supplier, I can resgistrate a profile at the company, so I can become supplier and order products.	As a potential supplier, I optional can write in a freetext field, so I can give more information about why I want to become a supplier or other question regarding becoming a supplier.

Theme
Order

Epics
"As a customer, I want to be able to order single or multiple products, so I can buy the products" *"As a supplier/dealer, I want to be able to order single or multiple products, so I can buy and sell products to end-user"*

Features
- Add products to cart - Edit items in cart - Choose payment methods - Choose delivery options - Order confirmation

User story – Customer	User story – Supplier/dealer	User story – Edit items	User story – payment methods	User story – Delivery option	User story- Order confirmation
As a potential customer, I can add products to shopping cart, so that I can buy products I want.	As a registrated supplier, I can order products to my company, so I can sell the products to end-users.	As a user, I can edit items in shopping cart, so I can decide if I want more or less of a product.	As a user, I can choose payment methods, so I can decide if I want to pay with credit card or invoice.	As a user, I can choose delivery options, so that I can decide if I want to pick up products at store or get the order delivered to an address.	As a user, I will receive a confirmation on page and email, so I have a confirmation and receipt about the order.

Theme
Contact form

Epics
"As a customer/supplier, I want to be able to contact the company, so I can send question or ask for more information"

Features
- Text field - Validate email address

User story – Text field	User story – Validate email address
As a user, I want to be able to write a question on a text field, so I can send a question to the company.	As a user, I want to be able to write my email address when using contact form, so I can validate that I will get answer back.

5.2 Gantt chart

Activity	2019								2020		Responsible
	nov				des				jan		
	45	46	47	48	49	50	51	52	01	02	
PLANNING											
Project start											Project Manager
Project Planning, research and need assessment	▲ 04.11.2019										Project Manager
Project status meetings and presentation with customer		▲	▲	▲	▲	▲	▲	▲			Project Manager
Design											
Start Meeting	▲ 07.11.2019										Designer
Planning, research and need assessment		07.11.2019 - 12.11.2019									Designer
(typeface, color, graphic design elements, layout, wireframe)											
Theme: Product Information											
Start Meeting			▲ 18.11.2019								Project Manager
Planning, research and need assessment			18.11.2019 - 20.11.2019								Project Manager
Theme: Production Process											
Start Meeting			▲ 21.11.2019								Project Manager
Planning, research and need assessment											Project Manager
Theme: Becoming supplier											
Start Meeting				▲ 25.11.2019							Project Manager
Planning, research and need assessment											Project Manager
Theme: Order											
Start Meeting					▲ 02.12.2019						Project Manager
Planning, research and need assessment											Project Manager
Project end											
Project end										10.01.2020 ▲	Project Manager
Project evaluation								06.01.2020 - 10.01.2020			Project Manager
DESIGN											
Typefaces & Colors		11.11.2019 - 17.11.2019									Designer
Graphic design elements		11.11.2019 - 17.11.2019									Designer
Interaction and navigation design		11.11.2019 - 17.11.2019									Designer
Theme: Product Information											
Design Meeting			20.11.2019 - 22.11.2019								Designer
Style tile			22.11.2019 - 25.11.2019								Designer
Portfolio images and design elements			22.11.2019 - 25.11.2019								Designer
Wireframe website			22.11.2019 - 22.11.2019								Designer
Planning, research and creating written content			22.11.2019 - 25.11.2019								Copywriter
Theme: Production Process Information											
Design Meeting				25.11.2019 - 29.11.2019							Designer
Style Tile				26.11.2019 - 28.11.2019							Designer
Portfolio images and design elements				26.11.2019 - 29.11.2019							Designer
Wire frame website				26.11.2019 - 27.11.2019							Designer
Planning, research and creating content				26.11.2019 - 29.11.2019							Copywriter
Theme: Becoming supplier											
Design Meeting				29.11.2019 - 06.12.2019							Designer
Style tile					03.12.2019 - 04.12.2019						Designer
Portfolio images and design elements					04.12.2019 - 05.12.2019						Designer
Wireframe website					05.12.2019 - 05.12.2019						Designer
Planning, research and creating content					04.12.2019 - 06.12.2019						Copywriter
Theme: Order											
Design Meeting					05.12.2019 - 06.12.2019						Designer
Style tile					06.12.2019 - 10.12.2019						Designer
Portfolio images and design elements						09.12.2019 - 12.12.2019					Designer
Wireframe website						09.12.2019 - 11.12.2019					Designer
Planning, research and creating content						06.12.2019 - 12.12.2019					Copywriter
DEVELOPMENT											
Theme: Product Information											
Customer approval meeting				25.11.2019 - 29.11.2019							Project Manager
HTML and CSS				25.11.2019 - 28.11.2019							Front-End Developer (FD)
JavaScript				25.11.2019 - 28.11.2019							Front-End Developer (FD)
Code for server				26.11.2019 - 29.11.2019							Back-End Developer(BD)
Theme: Production Process Information											
Customer approval meeting					02.12.2019 - 09.12.2019						Project Manager
HTML and CSS					02.12.2019 - 06.12.2019						Front-End Developer(FD)
JavaScript					02.12.2019 - 06.12.2019						Front-End Developer (FD)
Code for server					03.12.2019 - 09.12.2019						Back-End Developer (BD)
Theme: Becoming a supplier											
Customer approval meeting						09.12.2019 - 13.12.2019					Project Manager
HTML and CSS						09.12.2019 - 11.12.2019					Front-End Developer (FD)
Code for server						10.12.2019 - 13.12.2019					Back-End Developer (BD)
Theme: Order											
Customer approval meeting							13.12.2019 - 19.12.2019				Project Manager
HTML and CSS							13.12.2019 - 20.12.2019				Front-End Developer (FD)
JavaScript							16.12.2019 - 19.12.2019				Front-End Developer (FD)
Code for server							13.12.2019 - 20.12.2019				Back-End Developer (BD)
LAUNCH											
Theme: Product Information											
Launch Meeting					▲ 02.12.2019						Project Manager
Cross Platform and Browser Testing					02.12.2019 - 05.12.2019						Project Manager, FD, BD
Launch					▲ 06.12.2019						Project Manager
Theme: Production Process Information											
Launch Meeting						▲ 09.12.2019					Project Manager
Cross Platform and Browser Testing						09.12.2019 - 12.12.2019					Project Manager, FD, BD
Launch						▲ 13.12.2019					Project Manager
Theme: Becoming a supplier											
Launch Meeting							▲ 16.12.2019				Project Manager
Cross Platform and Browser Testing							16.12.2019 - 18.12.2019				Project Manager, FD, BD
Launch							▲ 19.12.2019				Project Manager
Theme: Order											
Launch Meeting								▲ 26.12.2019			Project Manager
Cross Platform and Browser Testing								26.12.2019 - 03.01.2020			Project Manager, FD, BD
Launch									06.01.2020 ▲		Project Manager