Report on Project Methodology Week 2

For this week’s assignment I had to create a Gantt chant for a project developing a website for a business called Lofthus Frukt og Saft. The company needed a website to promote and sell their products. A project such as this one relies on several key contributors to bring the website to life, and the Gantt chart would have to document the tasks these different people would have to complete and the order of completion. In this report I will explain the choices I made and the work process for creating the Gantt chart.

## Step 1: Planning and Research

The first thing I did was to read through the assignment and make notes of everything I had to do. I wrote down a plan and a rough draft of the Gantt chart containing all the different roles and tasks I could think of. Next, I did some research using the resources available on Moodle and on the Internet. As the assignment stated, some of the tasks involved in creating the website are out of my competence and I would have to engage with professionals from different fields. I did not possess a lot of knowledge on the nature of their work so I had to use the resources to be able to fill in their parts of the draft of my Gantt chart.

## Step 2: Creating the Chart

Once I finished the rough draft sketched out I started working on the final product on Excel. I used the example file that came with the assignment as a guide because I liked the way it was set up. It was simple and easy to read. I wrote the task in chronological order, and filled in who was in charge of what. The person involved the most throughout the project is the project manager. That person would be involved from the start discussing the goal of the project with the clients, making the progression plan, strategizing, keeping the clients updated on the progress, receiving feedback from them and showing them the end result.

The other contributors would be the designer/graphic designer, content specialist/copywriter, photographer, and the front-end and back-end developers. The designer and the content specialist would be involved from the beginning to do research on the clients vision and goals of the website, as well as research on the competitors. They would help strategize and create drafts and mood boards for the clients to review. The clients already had a trademark, their logo, so they would not have to create a new one. Furthermore, they would do UX/UI testing to ensure optimal usability and quality of the visual presentation of the website.

The photographer would be brought in about halfway thought the 4 week project to take pictures for the website. This task would have to be completed before the developer’s deadline to finish their part of the project. The front-end and back-end developers are in charge of creating the code for the website once they have received information from the designer and the content specialist about the layout and design of the website. They would spend over a week code, integrate and build the site. Afterwards, they would do cross platform and browser tests as well as quality checking. At this point the clients would be shown the website and give their feedback so that they could spend the remaining time making minor adjustments and refinements if needed before the launch.

## Step 3: How This Would Be Executed

When I created this Gantt chart I imagined how all the different contributors would be able to collaborate and communicate. I imagined that the project manager would keep in touch with the clients though phone calls, emails, on Skype or in person. Video chatting or conference calls using Skype would be a useful way of communicating if the option of meeting in person is not available. Skype is a tool many companies use, and can be necessary in this instance when many different collaborators would need to communicate together at the same time.

For internal communication during this project emails, Skype and in-person meetings would work. Furthermore, Google Drive would be a great way to share files and documents regarding the project. For the developers using a site like GitHub would be favourable to collaborate on the project.

This whole project was interesting. Learning about all the different people involved in creating a website and how a team like this would be able to collaborate was enjoyable. Having to put myself in the role of a project manager and create a Gantt chart to make all the pieces of the puzzle fit together and make the deadline was educational. I imagine this knowledge and experience would be very useful in my career as a front-end developer once I finish my degree. I enjoyed learning more about the roles of the other members of a team like this and how all their task overlap with one another.