



Project Plan

CONCORDIA COLLEGE
OFFUTT SCHOOL OF BUSINESS

Nixon Norman Media

Course	CSC 310 – Web Development
Team Name	Team PEAK
Team Members	Ben Trutwin Damon Skappel Cullen Klemetson Doryan Acosta Palmeros

Executive Summary

Your executive summary should resemble an elevator pitch: your motivation is to quickly persuade a decision maker to get involved in your project.

- What is the purpose of your project; what problem(s) does it address?
The purpose of this project is to give a small business owner a website. The problem it addresses is that clients are able to find him outside of social media
- Why is your project important; why is it relevant? It is personally important to Damon because this is a close friend, and he's trying to help him expand his business. It is relevant because it will help expand a small business and lead to more clients and give him more
- Who could your project help; who is your audience or customer? It could help Nixon Norman expand his videography business, and it could also help customers looking for videography to find work that best suits their needs.

Our project aims to create a professional website for Nixon Norman, a local videographer, to help him expand his business beyond social media. Right now, potential clients can only find Nixon through platforms like Instagram or TikTok, which limits his visibility and makes it harder to present his work in a professional, organized way.

By building him a website, we're giving him a central hub where clients can easily view his portfolio, learn about his services, and contact him directly. This will make his business appear more credible, improve his chances of being discovered through search engines, and ultimately attract more clients.

This project matters because it supports a small business owner in growing his reach and building a sustainable brand presence. It is also personally meaningful to our team, as Damon is working to help a close friend pursue his passion. The project benefits not only Nixon, but also the community, by helping clients find a videographer whose work best fits their needs.

Timeline

Milestone	Name	Due Date
Milestone 1	Group Contract	Thursday, September 4
Milestone 2	Project Plan and Proposal	Tuesday, September 23
Milestone 3	Design & Pitch	Thursday, October 16
Milestone 4	Work Breakdown / Detailed Tasks	Tuesday, November 11

Milestone 4.5		
Milestone 4.75		
Milestone 5	Progress Presentation	Thursday, December 4
Milestone 6	Final Presentations	Tuesday, December 16

Milestone Summary

Milestone 1	Group Contract			
Item	Description	Estimated Hours	Actual Hours	Date Completed
Purpose	Create a final project team	.25	.25	9/07/2025
Summary	Self-organize into groups of 3-4 students for working together on the semester project. All team members will need to complete the group contract and agree to its terms, holding each other accountable for contributing to the final project throughout the semester.	.5	.5.5	9/07/2025
Task M1A – Team Member Names	List all team members with full (first and last) names on the group contract document	.25	.25	9/07/2025
Task M1B – Team Name	Come up with a name for the group/team to be addressed as during presentations; list the	0	0	9/07/2025

	name on the group contract document			
Task M1C – Weekly Meeting Time	Block off an hour of time once per week when all team members could regularly meet as necessary throughout the semester; list the time in the group contract document	.25	.25	9/07/2025
Task M1D – Signatures	Each team member signs the group contract document (this may be a digital signature or initials)	0	0	9/07/2025
Task M1E – Planning Document	Complete the cover page of the planning document, fill in the date each milestone task was completed in the milestone summary, and detail the additional milestone activities in the Milestone Summary section (insert new rows into the table).	.5	.5	9/07/2025
Milestone 2	Project Plan and Proposal			
Item	Description	Estimated Hours	Actual Hours	Date Completed
Purpose	Determine final project topic	.5	.5	9/16/2025
Summary	As a group, choose a topic all team members want to work on; discuss potential ideas and come to a group consensus what your project will be and why it is important.	.25	.5	9/16/2025

Task M2A – Project Proposal Document	Complete the project proposal document	.5	2	9/20/2025
Task M2B – Presentation	Present the project proposal to the instructor and show your site map	.5	.5	9/25/2025
Task M2C – Planning Document	Complete the executive summary section of the planning document, fill in the date each milestone task was completed in the milestone summary, and detail the additional milestone activities in the Milestone Summary section (insert new rows into the table). Remember to ESTIMATE your time.	.5	.5	9/16/2025
Task M2D – Site Map	Create an initial site map for your project; consider both public-facing pages (home/index, product list, product details, about/contact, etc.) as well as user-protected pages (admin area to maintain products, user profiles, etc.)	1	1	9/20/2025
Milestone 3	Design & Pitch			
Item	Description	Estimated Hours	Actual Hours	Date Completed
Purpose	Create a general look-and-feel for	33	25	2025-10-16

	your project, present your project to the class			
Summary	Determine how you want your final project deliverables to look, including color scheme, graphics/images, and placement and layout of major components (e.g. buttons, input fields, data, instructions, etc.). Armed with your project proposal and design mockups, show the class what you plan to accomplish with your project. Think of the class as potential investors or contributors; why should they care about your project?			
Task M3A – Major Components	Create a list of major components that will be included in your project (e.g. graphs/charts, images, results, instructions, etc.)	4	3	9/30/25
Task M3B – Color Scheme	Create a color scheme for your project for a consistent design	2	2	9/30/25
Task M3C – Design Mockups	Create design mockups using graphic design software (use lorem ipsum filler text, basic boxes/shapes) to show the planned layout of project	5	8	10/2/25

	deliverables, including any major pages/screens that will be included in the final project			
Task M3D – Planning Document	Include screenshots of all design mockups, list of components (labeled for easy identification), fill in the date each milestone task was completed in the milestone summary, and detail the additional milestone activities in the Milestone Summary section (insert new rows into the table). Remember to ESTIMATE your time.	1	1	10/16/25
Task M3E – Presentation	Pitch the project to the class	1	1	10/16/25
Task M3F – HTML Demo	Create an HTML click-through demo of the main pages of your site; break out your design mockups into functional HTML/CSS and use actual links to click from one page of the demo to the next	10	10	10/16/25
Milestone 4	Work Breakdown / Detailed Task List			
Item	Description	Estimated Hours	Actual Hours	Date Completed
Purpose	Plan the remaining tasks required to complete the project	6.5	5.30	2025-11-11

Summary	<p>As a team, figure out what needs to happen in order to take the project from its current design and planning stage through implementation to completion.</p> <p>Break down each major component of the project to estimate how much work you think it will take to complete, and what detailed tasks/actions will need to be performed for each.</p>			
Task M4A – Gantt Chart	Create a Gantt chart showing a detailed task breakdown with expected due dates and assigned team members	3.00	1.30	2025-11-8
Task M4B – Presentation	Present your Gantt chart and task list to the class	.5	.5	2025-11-11
Task M4C – Planning Document	Include a screenshot of the Gantt chart, fill in the date each milestone task was completed in the milestone summary, and detail the additional milestone activities in the Milestone Summary section (insert new rows into the table). Remember to ESTIMATE your time.	3.00	2.30	2025-11-8

Backend Infrastructure & Core Functionality				
Milestone 4.5	Backend Infrastructure & Core Functionality			
Item	Descriptions	Estimated Hours	Actual Hours	Date Completed
Purpose	Establish hosting, database, and admin authentication system	30.75		
Summary	Set up live hosting environment with database, implement admin login system, create basic file upload functionality, and establish foundation for dynamic content management. This milestone transforms the static HTML/CSS site into a dynamic, database-driven website.			
Task M4.5A - Hosting Setup	Research and select hosting provider, configure hosting control panel; upload existing HTML/CSS files via FTP; verify pages load correctly online	2.50		
Task M4.5B – Database Creation	Create MySQL database instance through hosting control panel; design complete database schema including tables for users, gallery_categories, media_items, bookings, and contact_submissions; write and execute all CREATE TABLE SQL statements;	4.00	1.75	2025-11-9

	insert sample category data for testing			
Task M4.5C – PHP Backend Setup	Create db_connect.php file with mysql connection using prepared statements; create config.php for site-wide constants; create functions.php with reusable PHP functions (sanitize input, validate email); test database connection with sample query	4.00		
Task M4.5D – Admin Authentication	Create admin login HTML form with username and password fields; write PHP authentication script that verifies credentials using password_hash(); implement session management system to protect admin pages; create logout functionality; manually insert first admin user into database for testing	1.50		
Task M4.5E – Admin Dashboard	Build admin dashboard landing page with navigation menu to manage galleries, bookings, and contacts; apply existing CSS styling for consistent look	1.50		
Task M4.5F – Image Upload System	Create upload form in admin panel with file input, category dropdown, title and	10.00		

	description fields; write PHP file upload handler that validates file type and size; implement automatic thumbnail generation; create watermarking function to add semi-transparent protection to images; store image metadata in database			
Task M4.5G – Testing & Documentation	Test complete upload process end-to-end; verify admin authentication works; document database credentials and hosting information; update GitHub repository with all new PHP files	2.00		
Task M4.5H – Planning Document	Fill in actual hours spent on each task; include screenshots of admin login page and dashboard; document any challenges encountered; update milestone summary table	1.00		
Milestone 4.75	Public-Facing Features & Forms			
Item	Description	Estimated Hours	Actual Hours	Date Completed
Purpose	Implement dynamic gallery display, contact form, and booking system for public users	37.75		
Summary	Convert static gallery to dynamic database-driven			

	display with JavaScript filtering; integrate contact form with database storage; create booking system with date picker and admin management capabilities. This milestone completes all public-facing functionality that users and clients will interact with.			
Task M4.75A – Dynamic Gallery Display	Convert static gallery HTML to PHP; write queries to retrieve categories and media items from database with JOIN; dynamically generate gallery grid HTML with data attributes; update existing JavaScript filtering code to work with database-generated content; test filtering functionality with multiple categories	6.75		
Task M4.75B – Gallery Enhancements	Implement lightbox/modal functionality for viewing larger images; add JavaScript right-click disable and drag prevention as basic protection; test gallery responsive design on mobile, tablet, and desktop; optimize image loading with lazy	4.50		

	loading if time permits			
Task M4.75C – Contact Form Integration	Create HTML contact form with name, email, phone, subject, and message fields; add client-side JavaScript validation; write PHP form handler to sanitize inputs and validate email format; implement database insert to store submissions; add success/error message display system	5.50		
Task M4.75D – Contact Form Admin View	Build admin panel page to view all contact form submissions in table format; add ability to mark submissions as read/responded; implement search/filter functionality by date or status	2.00		
Task M4.75E – Booking System Form	Design booking form with client name, email, phone, event type dropdown, preferred date, and message fields; integrate JavaScript date picker library (flatpickr); disable past dates; add form validation	4.00		
Task M4.75F – Booking Backend Processing	Write PHP booking processor that validates inputs and checks for date conflicts; implement database insert with	5.00		

	status field (pending, confirmed, declined); send confirmation email to client with booking details			
Task M4.75G – Booking Admin Management	Create admin panel page showing all bookings with status indicators; add ability to change booking status and add notes; implement calendar view to visualize booked dates at a glance	5.50		
Task M4.75H – Cross-Browser Testing	Test all new features across Chrome, Firefox, Safari, and Edge; test responsive design on multiple devices; fix any display or functionality issues; document any browser-specific quirks	3.50		
Task M4.75I – Planning Document	Fill in actual hours spent on each task; include screenshots of gallery page, contact form, and booking system; document testing results; update milestone summary table	1.00		
Milestone 5	Progress Presentation			
Item	Description	Estimated Hours	Actual Hours	Date Completed
Purpose	Provide the class with a project status update			

Summary	Show the class (client) what work has been completed toward the final project deliverables.			
Task M5A – Presentation	Present your work progress to the class			
Task M5B – Planning Document	Include screenshots of your presentation, fill in the date each milestone task was completed in the milestone summary, and detail the additional milestone activities in the Milestone Summary section (insert new rows into the table).			
Milestone 6	Final Presentation			
Item	Description	Estimated Hours	Actual Hours	Date Completed
Purpose	Show your completed project to the class			
Summary	Share your hard work over the course of the semester with the class.			
Task M6A – Presentation	Present your completed project to the class			
Task M6B – Planning Document	Include screenshots of your final project deliverables and presentation, fill in the date each milestone task was completed in the milestone summary, and detail the additional milestone activities in the Milestone Summary			

section (insert new rows into the table).

Resource List

Resource Name	
URL	
Date Accessed	
Notes	
Resource Name	
URL	
Date Accessed	
Notes	
Resource Name	
URL	
Date Accessed	
Notes	
Resource Name	
URL	
Date Accessed	
Notes	