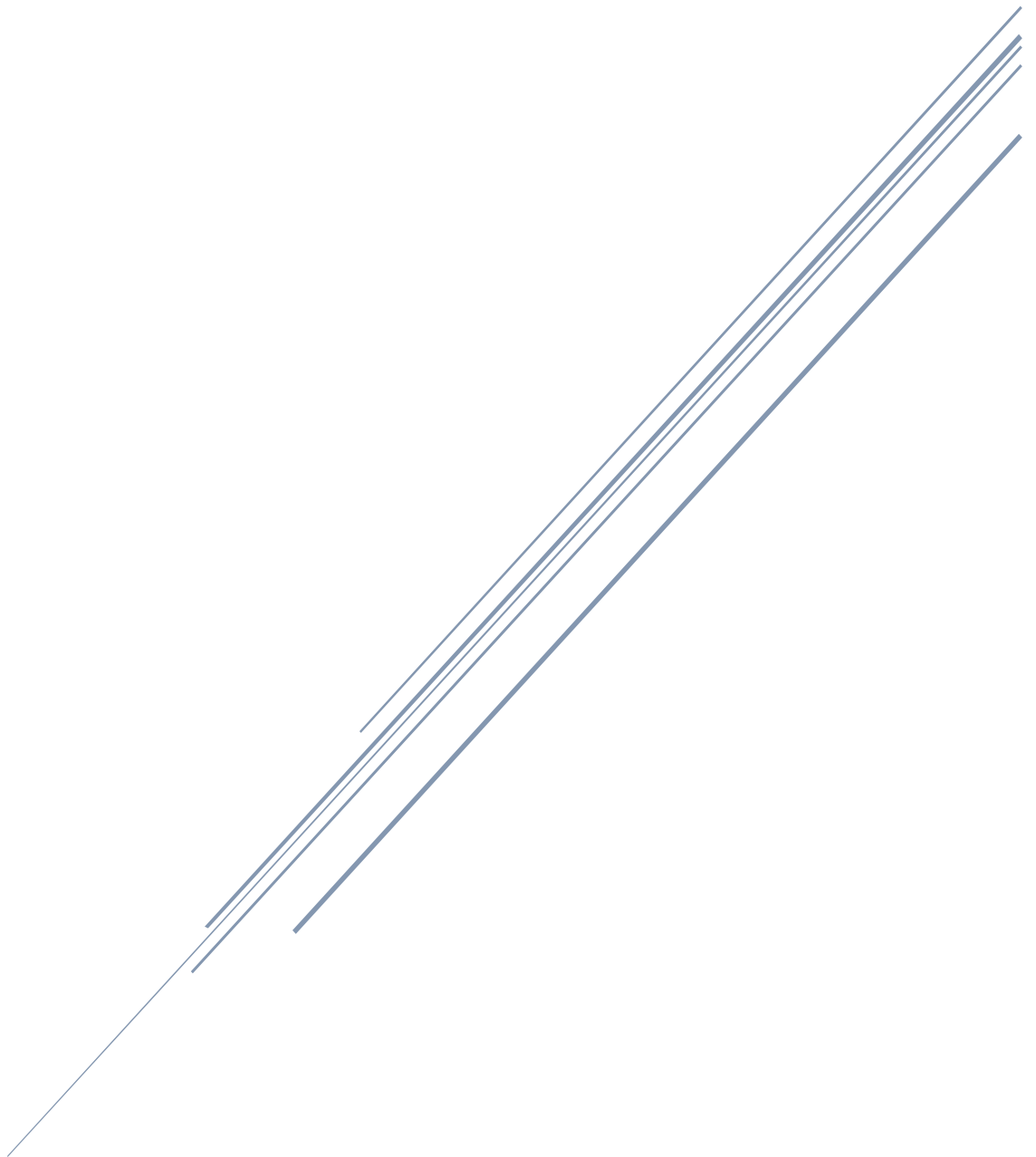# PROJECT METHODOLOGY

Course Assignment Report – Project planning, process documenting and collaboration

Noroff
Front-end development

Table of contents

Project Methodology

Course Assignment Report – Project planning, process documenting and collaboration

INTRODUCTION

This assignment has many different tasks. I will create a Gantt chart for a project to help the company Lofthus frukt og saft with a new website. I will also write this short report and upload both the report and the Gantt chart to my new GitHub repository.

I have earlier made a Gantt chart for the Project Methodology module assignment. This time the Gantt chart will be more complex. In an earlier lesson, we have also looked at how to write a good report. I will take what I have learned and use it when I write this report. In the lessons I have also made a new user account on GitHub, so the repository is ready to be used

Link to the project methodology repository:
https://github.com/evenicolai/project-methodology/tree/master

RESEARCH AND ANALYSIS

To find inspiration for completing the tasks, I have used the resources we have used in this course. In module 1, Assignment 1.1, I got a template for writing good reports. I have used this template (Report_Template_Lesson_1.1 .docx) for inspiration on the layout and content.

In the course assignment I have also received a case study with a Gantt chart template. I have used this template (Gantt_Chart_Workflow_Case.xlsx) as a guide for the layout of the final product. I have also had good help from the different Lynda lessons we have watched during this course and the design 1 course.

To start the assignment, I made a excel file where I wrote down all the different roles, steps, activities and the collaboration tools that I would like to use in the Gantt chart (See figure 1.1). With these notes, it will be easier to get a whole picture of contents of the Gantt chart.

LOFTHUS FRUKT OG SAFT			
Roles	**Steps**	**Activities**	**Collaboration tools**
Project manager Content developer Designer Photographer Developer Copywriter	**Plan**	Project management	Slack
		Customer contact	Google Drive
		Proposal and contract	
		Project start	
		Initial meeting	
		Identifying goals	
		Needs assessment	
		Project planning	
		Research	
		Strategic planning	
		Content planning	
		Site outline	
	Design	Site structure	
		Style tile	
		Content development (Logos, icons)	
		Text development	
		Photoshoting (Portifolio images)	
		Photoshoting (Employee images)	
	Build	Wireframe	
		Coding, itegration and site building	
		UX/UI planning and testing	
	Launch	Cross platform and browser testing	
		Validating	
		Refinement	
		Launch	

Figure 1.1 Notes of Gantt chart structure

WORK PROCESS

Gantt Chart

For the Gantt chart I chose to use the template provided with the course assignment (Gantt_Chart_Workflow_Case.xlsx). This template had almost all the same roles and activities that I had made note of in my excel file. The duration of each activity also was the same as I had imagined it. I then chose to use this template, because it was exactly the same as I would have made it.

I made some changes to the Gantt chart. First, I made a new column to show the hours spent on each activity. The column also shows the total workhours of the project, 252 hours. I also made the Proposal and contract meting an activity by itself. This way, the contract can be signed before the project starts

The customers will take part in the project in many of the activities. The proposal and contract, initial meeting, identifying goals, needs assessment, project planning and validating. The customers will also participate somewhat in the research, strategic planning, style tile, text content, photoshoot and the launch.

I also made the last day of the project a safety margin day. It is always good to have some extra time, if some of the activities gets delayed. I chose a blue/green color for the chart. The colors get darker as the day for the launch is approaching.

The chart is kind of big. It is not easy to get everything to fit inside a pdf, but we have learned that it is always best to deliver pdf files to customers. They will then have to zoom in to see the different activities.

Collaboration

To help with keeping the team up to date and so that everybody has all the latest files, we have some tools we are going to use in this project.

For communication we will use Slack. In Slack, all the team members can communicate and share their work and research.
https://slack.com/intl/en-no/

For file sharing we will use Google Drive
https://drive.google.com/drive/my-drive

The developers will use Github for an absolute tracking of all their coding work.
https://github.com

Report

For this report I chose to use the template provided within module 1, Assignment 1.1 (Report_Template_Lesson_1.1 .docx). This template was a lot alike the reports I have delivered for all the other course assignments, but I got a new section that I had not been using before. That is the research an analysis section.

I have never used sketches before. But in this report I included a sketch of ideas in a excel file, showing my notes for the Gantt chart (Figure 1.1). For the report, I also wrote down all the sources I have used to complete this assignment, with links to all websites and videos.

GitHub Repository

I have followed the video lesson on Lynda, Git and GitHub for Webdesigners. The first thing I did, was to make a license file, a readme file and a .gitignore file. I then uploaded the Gantt chart and this report to my new repository.

SUMMARY AND EVALUATION

I think the Gantt chart came out really nice and also this report. I have learned a lot in this project methodology course and I almost feel that I can be a project manager. I now understand more of the role of a front-end developer in the process of making a website.

The course has taught me many different things. Like Git, GitHub, Intellectual Property, Report writing and Gantt charts. All these things will be of great use in the future.

SOURCES AND REFERENCES

Template of how to write a good report.
File:
Report_Template_Lesson_1.1 .docx
Webpage:
http://files.noroff.no/lc/feu/courses/projmeth/a1-1.html

Template of how a good Gantt chart looks like.
File:
Gantt_Chart_Workflow_Case.xlsx
Webpage:
http://files.noroff.no/lc/feu/courses/projmeth/ca.html

Project Methodology Course websites © Noroff – School of technology and digital media.
http://files.noroff.no/lc/feu/courses/projmeth/m1.html
http://files.noroff.no/lc/feu/courses/projmeth/m2.html

Lynda lesson – Git and GitHub for Webdesigners – By James Williamson
https://www.lynda.com/GitHub-tutorials/GitHub-Web-Designers/162276-2.html

Lynda lesson – Learning Slack – By Gini Von Courter
https://www.lynda.com/Slack-tutorials/Learning-Slack/716044-2.html

Lynda lesson – Google Drive Essential Training – By Jess Stratton
https://www.lynda.com/Google-Drive-tutorials/Google-Drive-Essential-Training/560056-2.html

Lynda lesson – Version Control for Everyone – By Joe Chellman
https://www.lynda.com/GitHub-tutorials/Welcome/378045/409353-4.html

Lynda lesson – Learning Gantt Charts – By Chris Croft
https://www.lynda.com/Charts-Graphs-tutorials/Welcome/365730/448295-4.html