PROJECT METHOLOGY

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Course Assignment

119 | Summary word count

645 | Main text word count

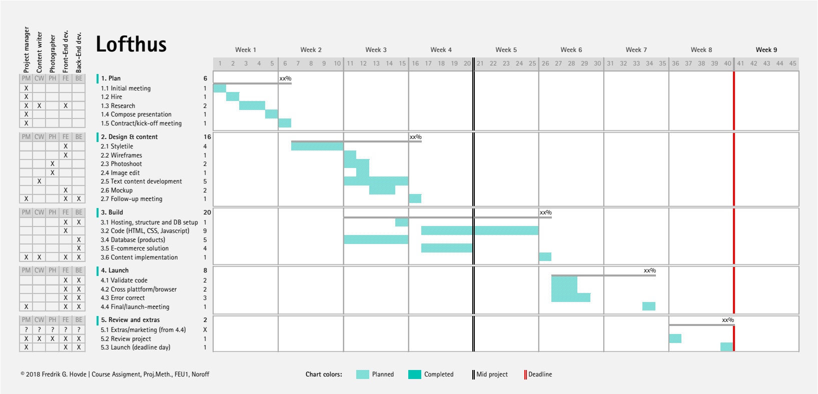
Introduction

Dissecting the task

The main task in the course assignment was to plan a project by creating a Gantt chart, and then deliver it using GitHub adding a short report.

In the case description it said that the client requested a new website, including all necessary content, to promote and sell their products.

Since Lofthus is a medium sized company they would probably have a medium sized budjet, but as they have ambitions to expand, they might have a few extra bucks to spend. This could give me a wider timeframe, and a larger team.



SUBMITTED GANTT CHART: A thumbnail of the final version of my Gantt chart.

I tried to follow the seven steps in «level 1 process» and I mostly did, tough I had to jump forwards and backwards to add elements/notes at times. My biggest issue was to map out all the tasks before «hiring» people, but my leaps where helpful with this.

Contents

Work process

Research and analysis

I started the assignment by analysing the client in the case. Here are a few mentionable findings:

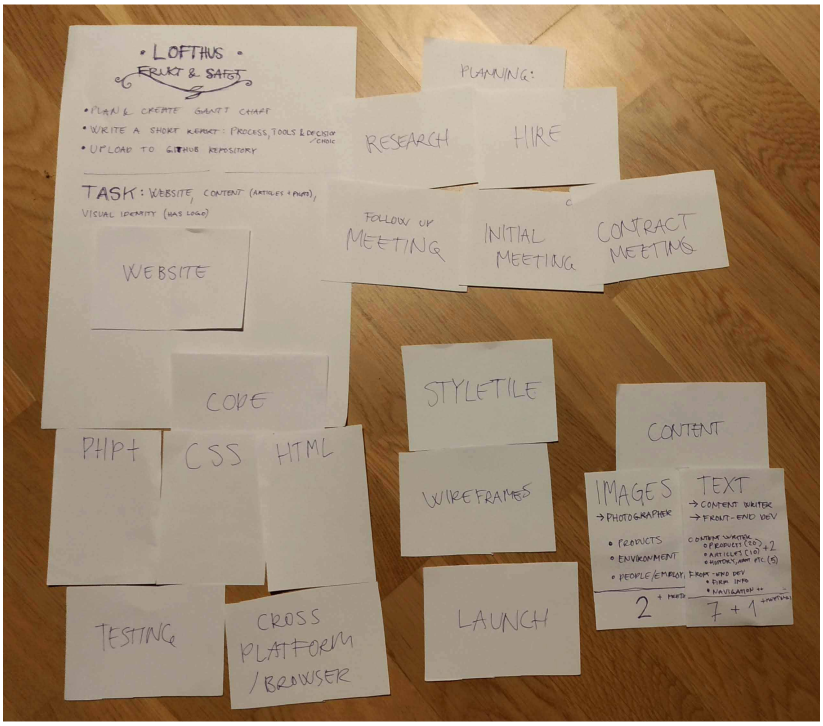
- **Medium sized company**
  Medium sized budget (equals «medium» time)
- **Expanding**
  Successful in their local market (might have some extra money to use)
- **Has brand strategy**
  The project is probably a part of the strategy, and it might have a clear statement of what they expect of the website
- **Has logo**
  Needs to be taken in account when planning the visual style

To get a grip of what needed to be done in the project I wrote down all the tasks I chould think of on to small pieces of paper. After I was done, I laid them out on the floor and started organizing them into groups. When this was finished, I tried to figure out who I needed to hire to do the tasks.

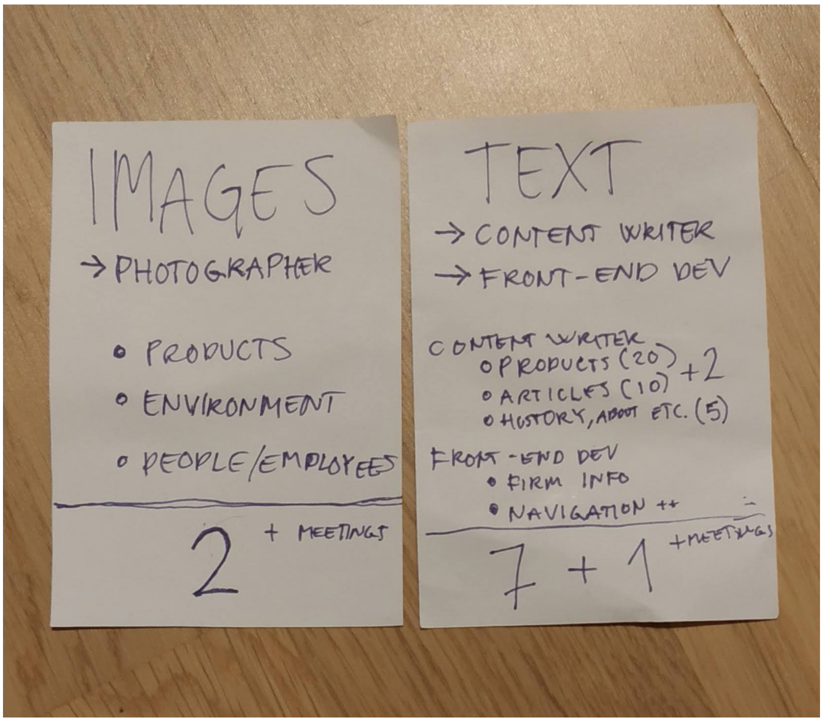
These are the people/roles I decided to include in the project:

- Project manager
- Content writer
- Photographer
- Front-end developer
- Back-end developer

One of the issues I had when picking the team was where to put myself in the equation. Should I be the project manager or the front-end developer? Or maybe



TASK OVERVIEW: Arranged notes of tasks to complete.



TASK CARD SKETCH: Tasks further devided with added roles/team members.

I could do both. I chose to have the roles separated, as the front-end developer already had enough tasks to complete and keep track of, but I still tried to envision myself in both roles.

Task cards

When both the tasks and the roles was set, I made «task cards» to keep track of who would be responsible for what. This made clear what competence I would be needing and made it easier to «hire» the right people.

The task cards also let me get an overview of who needed to work together to complete the tasks, and who could overlap by working for themselves.

Setting up the Gantt chart

I chose to set up my Gantt chart in Microsoft Excel as this is a widely used software (in all industries) which makes it accessible. It's also good for automating processes and to calculate resources/hours/budget etc.

I had made a rough calculation on the time needed on each task (when making the task cards), which led me to set the upper timeframe to about 50 days. I reviewed each task again (according to a small/medium budget) when I implemented them.

The implementation of the task was quite easy as I had most of the information gathered in the task cards. In the last week of the project (deadline-/launch-week) I've added a few buffer days. I'd probably fill in the blanks or spread the buffer-days out in the Gantt chart (to the tasks that are most probable to be more time-consuming) before presenting it to the client.

Some of the task names I've taken from the Gantt chart provided in the resources. I felt I could do this as I see them conventions – or rather terminology. If I had downloaded the file and simply re-arranged and added my objects/tasks to the file, I would be worried about infringement/plagiarism.

PROJECT MANAGER

Research
- Competitors / marked
- Target audience

Meetings (costumer contact)
- Initial meeting (brief)
- Contract/kick-off meeting
- Follow-up meeting (mid project)
- Final/launch-meeting

Hire
- Content writer
- Developers (front- and back-end)
- Photographer

Review project

CONTENT WRITER

Research
- Company history

Products
- Categories: fruits and lemonade

Articles
- About: employees, history
- Production processes

Static information
- Contact
- Description (SEO, meta)

BACK-END DEVELOPER

Code (build)
- Database for products
- E-commerce solution

PHOTOGRAPHER

Images
- Products (studio)
- Production
- Surroundings/environment/location
- Employees

After edit
- Image enhancement
- Masking

FRONT-END DEVELOPER (/DESIGNER)

Research
- Competitors (websites)

Styletile
- Typography
- Colors
- Visual elements

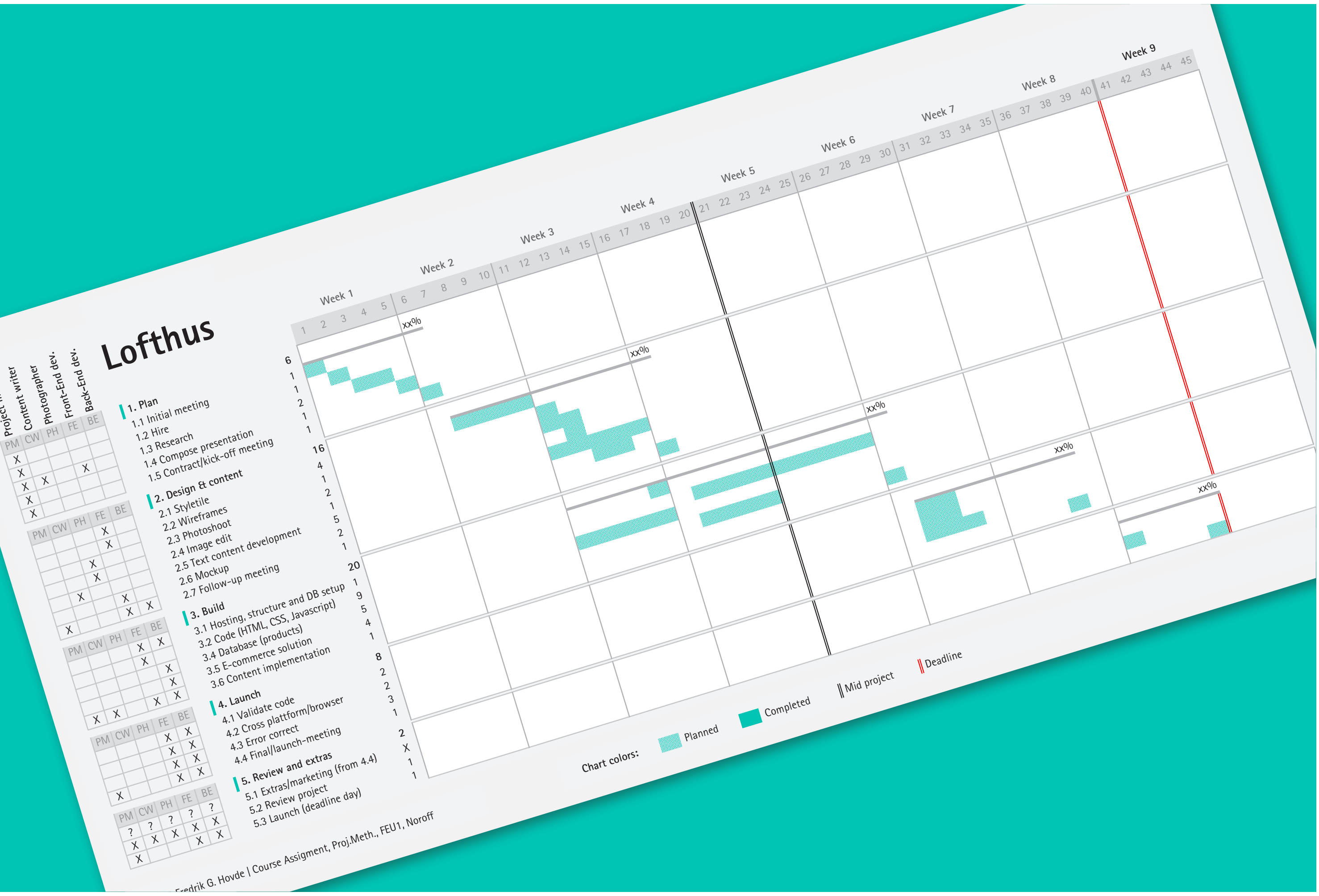
Wireframes
- Homepage
- Products (e-commerce)
- About
- Contact

Code (build)
- HTML
- CSS
- Javascript

Testing
- Cross platform/browser
- Validate code
- Error correction

Content implementation
- See content writer task card

FINISHED TASK CARDS: A card for each team member, with a short brief of the tasks.



Summary

I think the Gantt chart I've created gives a good overview of the website project in total. The more specific task details are easily viewed on the task cards. Those two tools combined would make it simple to delegate the team members and makes sure everybody know what's expected of them - and when.

If there is one thing I would have consider changing it would be the placement of the persons assigned to the tasks in the Gantt chart. I liked the layout of the «Gantt_Chart_Workflow_Case», but it's not exactly printer friendly.

I've used my time more carefully in this assignment, much by just taking the time figure out how to work smarter. Good planning is the key(!).

Sources and references

Lynda courses

Project management simplified:
https://www.lynda.com/Business-Skills-tutorials/Project-Management-Simplified/175636-2.html

Learning Gantt charts
https://www.lynda.com/Charts-Graphs-tutorials/Gantt-Charts-Explained/365730-2.html

Noroff Resources

Gantt Chart Workflow Case:
http://files.noroff.no/lc/feu/courses/projmeth/assets/Gantt_Chart_Workflow_Case.xlsx

Project Methodology Module 1:
http://files.noroff.no/lc/feu/courses/projmeth/m1.html

Project Methodology Module 2:
http://files.noroff.no/lc/feu/courses/projmeth/m2.html

Link to the repo:

https://github.com/fghovde/projmethca