Unit-1
Introduction to the project

* **project:-** A project is defined as a sequence of tasks that must be completed to attain a certain outcome.

* **Web project:-** A web project is the process of developing and creating a website. which aimed at a pre-defined goel.

* **project manager:-** A project manager is a person who is responsible for planning, organizing and directing the completion of of project on time.

* **Skills of a project manager:-**

(i) **Leadership:-** A project manager should have strong leadership skills.

(ii) **Communication:-** The project manager able to clearly communicate to his team what are the guidlines and objectives need to be followed.

(iii) **Scheduling:-** The project manager need to make sure that different stages of project are complete on time.

(iv) **Risk managment:-** A project manager need to be aware of issues and risks

(v) **Cost managment** :- The project manager needs to be carefully spend the funds and budget need to be prepared before project starts.

(vi) **Task managment** :- A project is a full of a number of tasks, and the manager need to carefully allocate among this team.

* **Defining your project** :-

The first step in defining your project is to write project mission statement.

→ first step is to indentify project's ~~objective~~ Goal.

→ Second is to identify objective of project.

→ Determine the Scope of project.

A **Goal** is what you want. It answer the first quation you should put to your client.

Objective defines whats important about How you achieve your Goal.

Scope is How much of it do you want. Scope Sets bredth and depth of your ambition for your project.

* **The budget of a project** :-

A project Budget is the total sum of money allocated for the particular purpose of the project for a specific period of time.

The project manager is responsible to estimate the budget required to complete project activities. Budget depends on the scope of project. as well as Technical complexity, UI Design, Deadlines.

→ **Assumption for Budgeting :-**

(i) All content provided by the client should be delivered in microsoft word.

(ii) The client has 48 hr. to approve design.

(iii) The web team will present two design concepts.

→ **Hidden Cost :-** It is important that you include Hidden cost such as cost of phone call to discuss something your client, meeting with team, photo or art research, setting up a development site (hosting).

→ **Tools for project managment :-**

(i) **Microsoft outlook :-** It is use to assign tasks to team members and sort those tasks by project.

(ii) **Microsoft Excel :-** Excel use to keep track on Budget.

(iii) **Microsoft project :-** It is a project managment software where you can keep track on project timeline and measure estimated task duration,

* More preliminary planning Issues:-

In preliminary planning you need to think about two things: **your team** and **your infrastructure**. Infrastructure is the supporting environment for your project. It consist communication system (e-mail), tools (software, hardware) and other important thing which are used to build your project.

→ Finding the people you need for project is also a preliminary planning.

The two most important people on your team will be ==Creative lead== who develop the visual design for website and ==technical lead== who is responsible for Site Network structure and hiring the right people to build the web site.

* Tools for Budget :-

(i) Toggl plan.
(ii) Liquid planner.
(iii) Smartsheet.
(iv) Wrike.
(v) Trello.

* The team :-

→ **Web team :-** A web team is a master from coding to maintaining web services.

In web team each person has different role that Combine with other to work towards a common goal.

→ Web team are two types:- Client side and Server Side.

✳ Roles and responsibilities of teams:-

There are three team members in a project.

(i) Core team members.

(ii) Extended " ".

(iii) Special " ".

(i) Core team members:-

    (a) project manager.

    (b) creative Lead.

    (c) Technical Lead.

    (d) Designers.

    (e) quality assurance lead.

(ii) Extended team members:-

    (a) Account manager.

    (b) programmer.

    (c) Network engineers.

    (d) copywriter.

    (e) Tester.

(iii) Special team members:-

    (a) Security expert.

    (b) Audio engineer.

    (c) video engineer.

    (d) 3-D modeler.

    (e) web cost specialist.

    (f) media Buyer.

* Putting together the right team:-

The right team is the team that will fulfil your website objectives.

make sure that the following skills are covered while making right team:-

(i) project managment skill.

(ii) Information Design skills.

(iii) Graphic design skills.

(iv) programming skills.

(v) Technical / Network infrastructor skills.

* Building a team:- finding the right person is a difficult task but to make a good team it is important to think about several things:-

→ Is there a critical deadline for a task.

→ what risk do one should take to put the person on any task.

→ How does this person interact with the rest of the team.

* managing the team:- Team managment refers to the various activities which binds a team together to achieve the set of targets. we can use microsoft project software for team managment to keep track on activities of team members.

* Team_Dynamics:- Team Dynamics represent some invisible force that gets the people together and makes them stay together in a particular team. Team Dynamic have a strong effect on behaviours of the team members to make them work towards a common goal.

* Planning and process development :-

1. Early planning:- In Early planning first we have to know our audience for this we do:-

→ **Interviewing:-** A well planned interview with your client and team members is the best way to know your audience.

→ focusing on Groups and market research.

→ **Gathering - End user requirement -:** we have to understand the mindset of target audience and client.

②. * Defining Development Stages:-

→ **project planning:-** It important to understand what will be the Stages of development. It can be done through:-
  (i) Strategy.
  (ii) creative brief.
  (iii) Design specification.

→ **project implementation:-** It is the phase where vision & plans become reality. Stages of project implementation are:-

(i) production
(ii) Test plan complete.
(iii) Testing and launch.

→ **Identifying the development phases:-** It is necessary to know what your clients wants and what is possible to deliver on time. It can be done through:-

(i) Writing the creative brief.
(ii) Brain storming.
(iii) Creating the review site.

Template for a Creative brief	
Client name:___	Date:— —
project name:— ——	Client:. ———
product : _ ——	original author.__—
The project	
The objectives	
The target audience	
personality and tone.	
current mindset.	
Key target audience insight	
—	

2. Creative and Content planning :- Every website needs

a Concept to shape the way website will look like. for this we can do :-

- ⓐ creating the Concept.
- ⓑ communicating the Concept
- ⓒ Usability studies.
- ⓓ ~~Site~~ software programs.

3. Technical planning :-

Technical planning is the phase in which technical team investigate the tecehnical requirement.

- ⓐ Identifying the technical infrastructure.
- ⓑ Defining technical development requirement.
- ⓒ Feasibility studies and software testing.
- ⓓ Planning for maintainance and growth.
- ⓔ Technical specification.

4. production Planning :-

production planning covns two areas first planning of for initial production of site and second handoff to the client or another production team.

✶ Reileration :-

It is important that you explain your development process thoroughly to your clients and prepare them for the review ahead.

* Effective meetings and reviews:- It is necessary to take regular meetings and reviews to follow up the project process in the project.

Always send agenda of meeting before the meeting, so that people know what to expect.