



Noroff

School of technology
and digital media

Report

Project Methodology CA
Lofthus frukt og saft - project

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1.Introduction

The assignment was to make a Gantt Chart with tasks for each user story from a previous assignment to a team of five members, to complete website for “Lofthus frukt og saft”. In the Gantt Chart you can see the time required for tasks and who is responsible for them.

My User stories from previous assignment are: The Promise headline, Online order form and prices, contact form and information, Company identity, production chain, call to action buttons, social media links, reviews and newsletter.

My choce of five team members are: Project manager, designer, frontend developer, photographer and copywriter.

The project takes three weeks, from 02.03.2020 to 20.03.2020.

I also explain communication with clients and team and how to earn and protect IP.

1.2 Main section of report

I started the assignment by doing a network diagram to get/find the critical path. I did try to keep It simple to see what the best path is. After that I made a Gantt Chart in Excel to illustrate the project schedule with all activities,tasks, time interwalls and who is working on each activity or task.

There are customer meetings in the beginning of every week, so that team can make adjustment after customers wishes. Kick-off meeting and status meetings are for the team to discuss what would be included in the project and to keep track of the process under the leadership of project manager, and to hear of the potential changes or new wishes from the customer.

I tried to estimate the time each team members would use on their tasks and on wich order the tasks would be done. Design parts with text/typograf/pictures etc work is done first before starting the coding, one task at a time.

UI/UX tests and platform and browser tests are important so that user will not get any trouble using the application, have a good experinece, too find out that the application works and looks good on every browser and device.

In the end of the project there is a safety margin in case of delay.
At last there is presentation and launch.



Team members

- **Project manager**
Managing the project. Makes plans, communicate with clients (also outside customer meetings) and team members, makes sure that everything is on time.
- **Designer**
Designs website structure, graphics, layout, colors etc. so that it is appealing to and user-friendly for the target audience
- **Frontend developer**
Looks at the design, cut it up in HTML and write CSS.
- **Photographer**
Takes photos that will showcase the company and products the best possible way.
- **Copywriter**
Writes clean writing and writes the online content etc. in a way that keeps customers engaged and to purchase products.

Tasks

I had many User stories in my previous assignment, so there are as many tasks. I did not leave small tasks for the end of the project.

Communication

If possible, customer meetings would be either meeting in person/face-to-face at Lofthus or at "our office". That is because it saves time and communication is more clearly, it also allows the use of for example a whiteboard.

If that is not possible, so the meetings can be arranged via Skype, for example. But then there is always a possibility for problems like with the microphone or camera etc.

With the team communication happens at the office, GitHub and phone etc. Also weekendly meetings at the office are a part of the communication.

IP

Register copyrights, there should be a copyright notice on the webpage for information purposes. Either the company is the owner of pictures, materials etc or there must be a licence from the copyright owner in order to use the register trademark- logos and names.

Website domain name should be registered by the company.



1.3 Conclusion/Reflection

As an overall conclusion I would say that I managed to create a Gantt chart for my project including all the different activities and tasks. I have explained my work process and justified my choices.

The assignment has been both interesting and challenging, and I've have learned a lot. Particularly challenging in the assignment was that all this is new to me, I have not worked on a project before and for example I did not know the job description of a designer or a photographer before or how long time they use on their work. So I used a lot of time with Google and tried to gather information on different job descriptions before I decided on my team members. It has been good to learn about the job description of future colleagues.

Now I learned a lot about how a project is planned, as well as how time is used.



2. References

- Design 1 and Project Methodology lessons
- **Linkedin Learning** lessons from Design 1 and Project Methodology courses
- Other lessons and courses in the school.
- Google
- Wikipedia



