COURSE ASSIGNMENT: PROJECT PLANNING, PROCESS DOCUMENTING AND COLLABORATION

INTRODUCTION:

In this report I will explain my decisions on the project of making a Gantt chart for how I would plan to make a website for my client. The client given in this assignment was Lofthus Frukt og Saft and they are a medium sized company that have previously only sold their products on the local marked, but now wants to expand and reach new places.

INTERPRETATION OF THE TASK:

In this task I was to make a Gantt chart showing the plan for how to build a website for a client. There were no specifics on how long the project should take or specific tasks that had to be done in order to make the website. Therefore, I felt like this assignment was up to very many different interpretations. I decided that my project would take approximately 4 weeks to finish. This because I chose to have six people in my team and I felt that everyone would have a good time limit on their tasks.

After making the Gantt chart I would have to make this report explaining why I took the choices I did and then put everything up on my GitHub repository.

RESEARCH AND ANALYSIS

INSPIRATION

I took inspiration from two main sources. The first[1] was an example we made during a lesson for gantt charts a few days ago, including all kind of activities that should / must be done in order to create a website. My other[2] source for inspiration was an excel sheet showing an example of how to set up a Gantt chart for when you are making a website.

ANALYSIS

There are probably a million ways to set up a Gantt chart, but the problem is how to make it in a clean and understanding way. It is absolutely crucial that everyone understand the chart and knows what they are supposed to do. It's also very important that they know when to start and when they need to be done with their task.

WORK PROCESS

I started writing down the activities that I felt were important and the different people that were needed to complete the different activities. When everything was written down I started placing the items in an order that seemed logical for the project to go as smoothly as possible.

To start the project it is important that all members of the team meet and comes with input for the planning (ex: It's easier for a photographer to know how much time they need on a photoshoot, than for the project manager). Therefore, I started this project with a meeting the very first day. A first draft will be made and the project manager will complete it by the next two days. Before starting the project, it is also important to know if a server must be set up and if the client has a domain or not. The developer will be in charge of this since he will be mostly working on these kind of things.

When all the planning has taken place it's time for a client meeting, discussing their target audience, KPI and competition. After the discussion it is time to research the target audience and the competition. At the same time, we can start to collect the content. The copywriter will start working on the copy for the site and a photographer will be ready to have photoshoot for the products and other needed pictures.

When the target group and competition has been properly researched, the designing can start. Since the client already have a logo and a design manual our designer must get to know this so she does not stray from their concept. Making style tiles in the beginning to show the client is very important (Since I could not split the task of style tiles in a good looking way, the project says our designer is working 200% one day, which will not be true as she will go on a meeting instead of working with the style tiles that day). After approval from the client on the design we can start building the website.

Once the coding has started and the design is complete it is important to test the pages and make sure everything works and looks okay in the browser as well as on smaller devices. All the content should be ready for placement. Another step that I felt was important is to teach the person who is going to maintain the website, unless that is us of course. Once all the testing and coding is finished, and everything looks and works great it's time to launch.

SUMMARY AND EVALUATION:

In this assignment it was hard to figure out how much in detail the Gantt chart should be done. How many assignments I should put in and who would be assigned the different tasks. The real solitaire was to make sure no one was double booked or had too many assignments going on at the same time. I am very happy with my finished product, it feels like I have found a working way for the assignments and the team members. No one is doubled book and I feel that the most important tasks were added to the project.

For the question about how to communicate with my team members and client I would probably use something like Slack. This is a very easy way to have everyone in one place and there are different ways to communicate with all or just a few or one to one.

As mentioned in my inspiration part of the report I had to main sources, both were files added at Canvas. They show two different types of Gantt charts, but both made in Excel and I chose to use GanttProject.

- [1] School lesson on Gantt charts.

	Uke 1	Uke 2	Uke 3	Uke 4	Uke 5	Uke 6	Uke 7	Uke 8	Uke 9	Uke 10	Uke 11
Innsikt											
- Planlegging	15	5	5								
- Workshop	25				x						
- Ressursallokering	5										
- Innholdsstruktur	5	15									
- Domenekontroll (DNS)	3										
- Server?	3										
Research											
- Konkurrenter	10	5									
- Målgruppe	10	5									
- Mål (KPI)	10	5									
- Google Analytics	5	5									
Innhold								Legge inn	Legge inn	Legge inn	
- Tekst			Kladd		1. draft		Final				
- Bilder					Brief		Leveranse				
- Metainnhold								Final			
Designmanual	x										
- Logo		10	10								
- Fargevalg		5	5								
- Typografi		5	5								
Moodboard - Styletyles				20							
Trådskisser av Templates				20							
Design & Koding av Templates											
- Forside					10 + 10						
- Artikkelsiden					10 + 10						
- Min side							15 + 15				
- Studie/Kurs						15 + 15					
- Søknadsside						10 + 10					
- Kontaktside					5 + 5						
- OSS / FAQ					5 + 5						
- Søkeside					2 + 2	10					
Testing og QA					10	10	10	10	10	10	
- Perfomance								10 + 10	10 + 10	10 + 10	
Oppfølging											
- Opplæring								x			
Lansere											
- Akseptansetest										5	
- Forvaltning										5	5

- [2] File shared for the assignment on Canvas

PLAN					DESIGN					BUILD					LAUNCH				
Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Day 8	Day 9	Day 10	Day 11	Day 12	Day 13	Day 14	Day 15	Day 16	Day 17	Day 18	Day 19	Day 20

PROJECT MANAGER — PROJECT MANAGEMENT, CUSTOMER CONTACT, PROPOSAL AND CONTRACT | PROJECT MANAGEMENT, CUSTOMER CONTACT | PROJECT MANAGEMENT, CUSTOMER CONTACT | PROJECT MANAGEMENT, CUSTOMER CONTACT

PROJECT MANAGER / CONTENT DEVELOPER — PROJECT START, INITIAL MEETING

PROJECT MANAGER / CONTENT DEVELOPER / DESIGNER — IDENTIFYING GOALS, NEEDS ASSESSMENT, PROJECT PLANNING

CONTENT DEVELOPER / DESIGNER — RESEARCH

PROJECT MANAGER / CONTENT DEVELOPER / DESIGNER — STRATEGIC PLANNING

CONTENT DEVELOPER — CONTENT PLANNING

CONTENT DEVELOPER / DESIGNER / DEVELOPER — SITE OUTLINE | SITE STRUCTURE

DESIGNER — MOODBORD, STYLE TILES | WIREFRAMES

CONTENT DEVELOPER / COPYWRITER — TEXT CONTENT DEVELOPMENT

PHOTOGRAPH — PHOTOSHOTING (PORTFOLIO IMAGES) | PHOTOSHOTING (EMPLOYEE IMAGES)

CONTENT DEVELOPER / DESIGNER — UX/UI PLANNING AND TESTING | UX/UI TESTING

DEVELOPER — CODING, INTEGRATION AND SITE BUILD

DEVELOPER — CROSS PLATFORM AND BROWSER TESTING

DEVELOPER — VALIDATING

CONTENT DEVELOPER / DESIGNER / DEVELOPER — REFINEMENT

PROJECT MANAGER / CONTENT DEVELOPER / DESIGNER / DEVELOPER — LAUNCH