Technical Report – Project Methodology; Course Assignment – 2017-10-1

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1. Introduction

This technical report includes the thought process and steps during the creation of a Gantt Chart for a medium sized company, "Lofthus frukt og saft".

2. Thought process

The Gantt chart that has been created was heavily influenced by the Lynda.com guide used during the course. The general workflow of a company that creates websites for companies such as this is not something I know every detail of, but I used several YouTube videos where people talked about their work flow to help out to some extent.

The tasks are set up in an order that I felt was appropriate. With the red lines' beginnings and ends aligning well, hopefully, in priority that seems correct, with the blue lines having a general area where it can start, and an endpoint of which is needs to be completed.

3. Going through the Gantt Chart

The Gantt chart is set up as a 27 weeks long project, with each square spanning one week. There would likely be a vacation set up around Christmas time, but it was left out for simplicity's sake.

The first thing I decided was necessary, is to recruit the necessary specialists in the fields for this project. This was set up under the assumption that whoever took the job might be missing key people required for the completion of the project, such as QA, front-end developers, copywriters etc. This spans over 4 weeks, with the first week being heavy on time spent due to the recruitment process being started. The next 2 weeks are low on time spent due to waiting for suitable applicants, and the next week was then heavily spent on finishing up the recruitment.

The second task was to assign roles in the working process. This was set up to span over 2 weeks, to assure ample time to properly ensure the employees know what their specific tasks are during this project.

The third task was to research the company that the website is being made for. Finding out about their past, their vision, what exactly it is they want their new website to represent. This also goes into figuring out what style to use, whether modern, classic eg., and to make sure that no large mistakes are made throughout this project due to lack of knowledge about the company. This one spans over 2 weeks also.

The fourth step is to research their current competitors in the market, or if no direct competitors then similar companies across the world. This also includes researching their old website and

seeing if there's way to implement changes without straying too far from their original design if possible. By researching competitors across the world, especially successful ones, it would be possible to draw influence from them, whether minimal or heavy, and thus making it much easier to create a functional and successful website to convey what they want to convey.

The fourth task is to start sketching layouts and ideas. This will span over 4 weeks to ensure ample time to set-up several example layouts to choose from, combine or simple weed out bad design choices in the process. This task also means the two blue-lined tasks can start. One of which is sketching assets for use on the website. Buttons, icons, textures, even fonts, typefaces, backgrounds and colors. Another task that starts then, is to implement the assets as they become available, to see how they fit into the current ideas for the website and how they can be changed, or the website can be changed, to fit properly.

The fifth task is to start building the actual website. Using the sketches from the previous task, and any possible assets created, to create several versions of base website and then taking the most successful one and pushing it further. This task also includes a continuation of sketching assets and implementing assets as they become available, as there is still reason to do so. Over the course of 6 weeks, the website should near completion.

The sixth task is quality assurance. This is an important step, and ensures that every aspect of the website fits together and is working properly. This is a 5 week task, of which during (in this case) the website can still be modified and improved, but not drastically as this will delay and complicate the quality assurance process.

The seventh task is to finalize the website. At this point the website should be more or less complete, and quality assurance should be over and successful. The finalizing process itself is more about ensuring the two previous tasks (quality assurance and the building of the website) has been successful and the website is ready to be deployed.

The eighth and ninth task, researching brand strategy and researching the companies' logo and similar designs, are both processes that can start early on in development. They should be completed before the main tasks they end at, but there is much more leeway in terms of when to actually start, and how the workflow will spread over the weeks it is assigned to.

4. Communcation

Communication would happen through programs such as Slack between team members. Setting up proper channels for each task to ensure proper workflow. Also meetings on site if possible, as meeting in person makes actually communicating what needs to be much easier. Communication with the clients would happen through face to face meetings (if possible) and/or through Skype conferences and/or mail depending on the clients wishes and what would work best for the workflow.

5. Conclusion

This entire process is lengthy and requires lots of expertise. The Gantt chart is split between the priority tasks that are the most time intensive and important to the process itself, and secondary tasks that, while important, are not as intensive as the primary, priority tasks. The Gantt chart itself is also made without absolute proper knowledge of every in and out of the company creating the website, and many assumptions were made throughout. The process itself is also not complete due to lack of knowledge, but with the knowledge acquired throughout these weeks it's been made in a way that seems probable in terms of the work flow. Time spent on each task, however, is assumptions throughout.