

Website Term-Project Project Plan

Project Management

Each team member will receive a team grade **and** an individual grade. As such, each member of the team is responsible for the success of the whole team!

Specifically, you will each be responsible for

1. Contributing ideas about the overall design, layout and functionality of the site.
2. Taking the lead on one significant aspect of the site.
3. Reviewing and testing other parts of the site.
4. Participating in the final presentation of the site.

To ensure the success of your team as a whole, each member of the team should sign up for one of the following team jobs:

1. *Timeline Taskmaster* – responsible for
 - a. Maintaining a project timeline
 - b. Keeping team aware of approaching deadlines
 - c. Calling regular and special meetings
2. *Meeting Facilitator* – responsible for
 - a. Setting agenda for meetings (possibly in consultation with Timeline Taskmaster)
 - b. Making sure the important things are covered in the meetings
 - c. Making sure EVERYBODY participates in the meetings
3. *Code Repository Coordinator* – responsible for
 - a. Figuring out how to share code and keep things consistent.
 - b. Make good use of GitHub repository.

Each of you should also take turns being the “User” – responsible for

- a. Putting forward a user’s perspective in meetings.

CS 344 – Web Project Plan

Discuss and answer the following questions about the website as a team. Written answers (first pass) to these questions are **due on November 13th**.

1. Purpose of Web Site

- a. Who is the site for and what is the organization about?
- b. What is the website supposed to do for this organization?
- c. What should the website not be doing?

2. Design Goals for site

- a. What are your two or three most important design goals for the site?
- b. Explain what they mean in the context of your users.
- c. Explain why they are important.

3. Audiences, and functionality for each

- a. Who are the different audiences for the Web site? Who is the primary audience?
- b. What differentiates each group?
- c. What functionality will be provided for each audience? (What do you want the members of the different audiences to understand or know after having visited the site?)

4. Development Environment and Initial Implementation Ideas

- a. What are your initial ideas for implementing this site – number of html pages; front-end scripting; back end databases and server scripting languages; etc.
- b. What development tools are you planning to use?
- c. Will your site be accessible? If so, how will you ensure this? If not, why not?

5. Timeline

- a. *Short-term*: what do you plan to get accomplished by the first milestone?
Give a specific list and name the person on the team responsible for each item.
- b. *Long-term*: what is your **weekly** schedule for the rest of the semester, including final presentations. Include team meetings, prototype designs and code, and testing. Include parallel efforts to study different technology solutions.
- c. *Potential Problems*: list potential problems with your project timeline and discuss how these will be addressed.

6. Project Management

- a. Who is doing which Project Management jobs for your team?

7. Open Questions

- a. What are things you need to research?
- b. What are things you need to write test-code for?
- c. What are things you need to find out from your client?