

## Project Design Phase- Part II

### Requirements Analysis

Date	01 Nov 2023
Team ID	
Project Name	Building a Website Using Canva

#### Functional Analysis:

Clearly state the purpose of your website (e.g., personal blog, e-commerce, portfolio). Identify the specific goals you want to achieve with the website (e.g., attract visitors, sell products, showcase work). Identify the target audience and their needs. List the features and functionalities that users will expect on your website (e.g., navigation menu, contact form, image gallery). Determine the types of content you'll need (text, images, videos). Plan how you will create or source this content. Create a sitemap outlining the structure of your website, including pages, sub-pages, and their hierarchy. Use Canva to design the website's visual elements, such as logos, banners, and color schemes. Create wireframes or mockups to visualize the layout and placement of content on each page. List the interactive features you want on your website (e.g., forms, social media sharing, search functionality). Define how these features will work and how users will interact with them. Determine if you need to integrate third-party services (e.g., payment gateways, social media widgets) and plan how to do so. Ensure that your website design is responsive to different screen sizes, including mobile devices. Consider accessibility features to make your website usable for people with disabilities. Test the website's functionality and design to identify any issues. Gather feedback from potential users and make necessary improvements. Choose a hosting provider and deploy your website. Plan for ongoing maintenance, updates and content management.

#### Operational Analysis:

Define the scope, objectives, and goals of your website. Create a project plan that outlines tasks, responsibilities, and timelines. Identify the resources you need, such as personnel, tools, and software. Determine the roles and responsibilities of team members. Specify how you'll use Canva in the project. It could include creating graphics, logos, banners, and other visual elements. Plan and create content for your website, including text, images, and videos. Determine the content creation process and responsible team members. Choose a website development platform and understand its capabilities and limitations. Decide if you'll use Canva's design exports for the website. Define the workflow for website creation, from design to development and content integration. Establish a review and approval process for design and content. Develop a quality assurance process to check for design consistency, functionality, and content accuracy. Choose a hosting provider and domain name registrar. Set up hosting and domain configurations. Keep software and plugins up to date. Create a backup strategy to ensure data and content can be restored in case of issues. Train team members on how to use Canva effectively and any other tools or platforms being used. Create a project timeline with milestones and deadlines.

#### Technical Analysis:

Choose a website development platform (e.g., WordPress, Wix, or a custom-built solution). Ensure the chosen platform is compatible with Canva exports. Understand Canva's export capabilities, such as downloading designs in various formats (e.g., PNG, JPEG, SVG). Verify that Canva-generated assets can be easily integrated into your chosen website platform. Evaluate the file formats and sizes of graphics and images from Canva to ensure they are suitable for web use. Optimize images for faster loading times and improved performance. Ensure that Canva designs and website layouts are responsive, adapting to

different screen sizes and devices. If using a CMS like WordPress, choose or customize a theme that aligns with your Canva designs. Install and configure necessary plugins or extensions for additional functionality. Select a reliable hosting provider that supports the technical requirements of your chosen platform. Register a domain name and configure DNS settings. Assess the technical expertise of your team or any external developers who will work on the project. Ensure they are proficient in using the chosen website platform. Determine if you'll need custom development for specific features not available out of the box.

### Flow Charts:

Start with a rectangle labeled "Start" to represent the beginning of the project. Add a rectangle labeled "Define Goals" to outline the objectives and purpose of the website. Create a rectangle labeled "Content Planning" to outline the types of content you'll include (e.g., text, images, videos) Draw arrows connecting "Content Planning" to individual content components (e.g., homepage, about us, services, contact). Add rectangles for each web page, labeling them accordingly (e.g., "Homepage," "About Us," "Services," "Contact"). Connect the pages with arrows to represent the flow and navigation between them. Within each page, use rectangles or shapes to represent specific content elements (e.g., headings, paragraphs, images, buttons). Use lines to indicate the order and structure of content within each page. Include rectangles for interactive elements like forms, buttons, and links. Connect these interactive elements to the relevant pages or actions. Add decision diamonds (diamond-shaped symbols) to represent user choices or conditional actions (e.g., "Submit Form?" with two arrows: "Yes" and "No"). End the flowchart with a rectangle labeled "Launch" to indicate when the website is ready for deployment. Connect "Launch" to rectangles representing "Maintenance" and "Updates" to show ongoing website management. Add "End" to conclude the flowchart. Use lines with arrows to indicate the directional flow of the project.

