Noroff
School of technology and digital media

Technical Report

CA Project Methodology
“Lofthus frukt og saft”
by Student Kai Larsen

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1. Summary

With Noroff we have earlier made several websites. This assignment lets us appreciate how to best organise it when there are several persons involved, in this case we are five. There are several project management tools that helps us to plan and to perform.

The Gantt methodology was invented 100 years ago, but remains till today the best project management method it appears.

Lofthus is a medium size company that needs a website. They have become one of the best in the country within their segment.

For this project we would like to use Agile Kanban method. The Gantt chart lists the tasks, we should focus on moving tasks to done, without a lot of organisation needed. We presume that our team is mature, works well together, keeps deadlines.

We have made a Gantt chart for time and another one for expenses. This allows us to plan on both the dimensions, because they are both important to follow. Delays or cost overruns can thereby easier by recovered with the right corrective measures.

We have made a risk analysis based on what could go wrong during the project. Then thought of measures that could reduce the probability and the severity.

We have uploaded files to GitHub, public folder, so that work can be shared. We have initialised Github on the computer, so that earlier versions can be tracked and recovered.

It is the first time I am using Github so this was difficult. Particularly the Command line to enter into the correct subfolder then to create the Git repo.

We looked at different project management softwares available online, but decided in the end that MsExcel was the easiest and most customizable.

2. Body

Introduction

This is a school assignment about the use of Gantt and GIT. It is also about a medium size company that needs a website: "Lofthus frukt og saft" located at Hardanger fjord in western Norway. They produce and sell one of the best apple juices in the country.

We list the tasks needed:

Critical tasks

Meet the customer Lofthus
- receive the logo, colours, fonts, photos, theme and any marketing material
- confirm customer expectations: "key deliverables" versus "nice to have"
- confirm the budget/cost and the deadline/time

Organise the work
- Kickoff meeting
- verify commitments from within own team (deliverables and time)

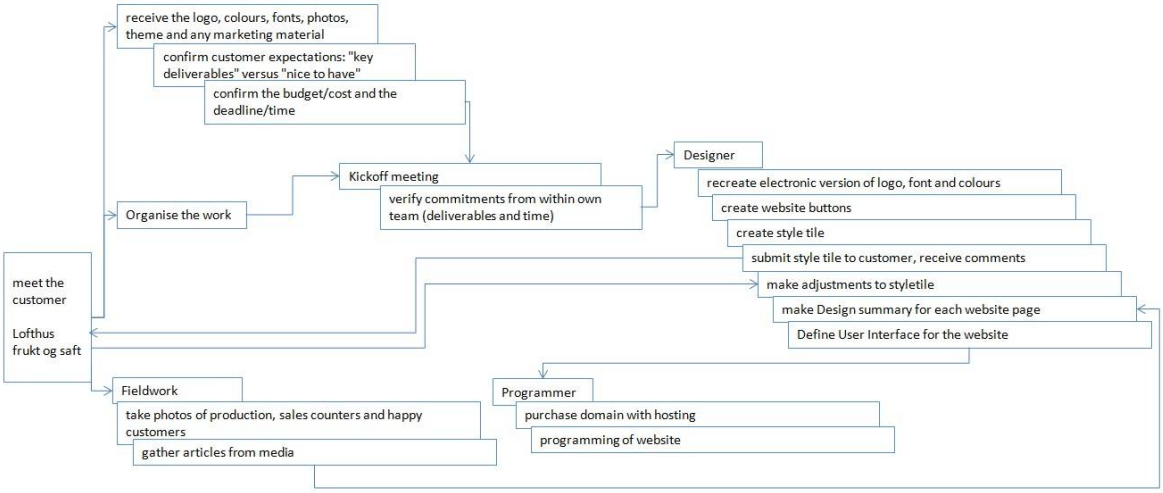
Designer
- recreate electronic version of logo, font and colours
- create website buttons
- create style tile
- submit style tile to customer, receive comments
- make adjustments to styletile
- make summary of each website page
- Define User Interface for the website

Programmer
- purchase domain with hosting
- programming of website

Floating tasks

fieldwork
- take photos of production, sales counters and happy customers
- gather articles from media

Then we structure the tasks into sequence by way of a Network Diagram.



Ressources needed

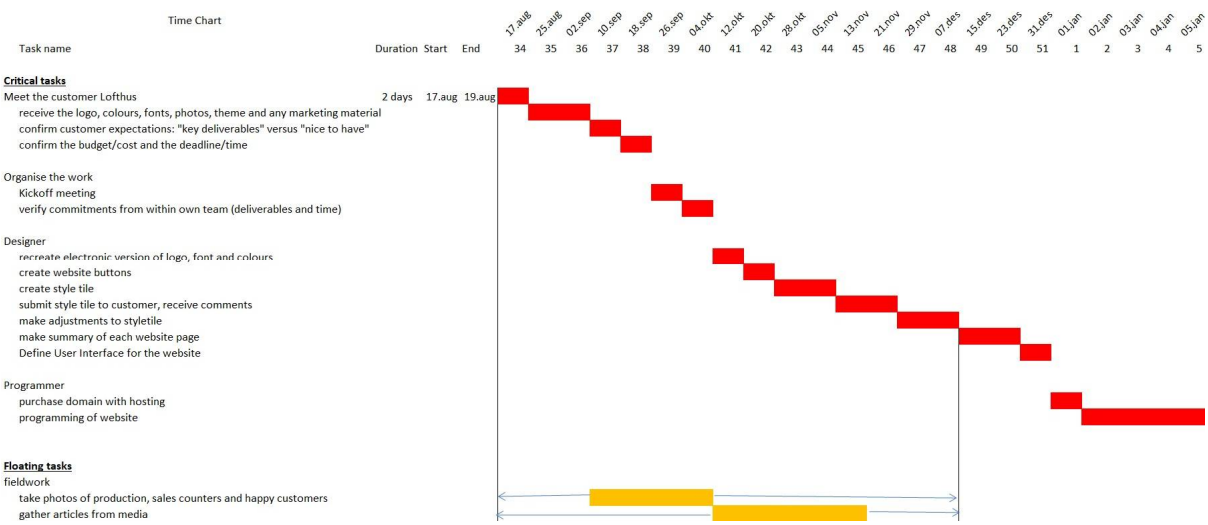
We will need a Project Manager, a Front-End Web Designer, a Front-End Developer, a Photographer and some Support Staff.

Organisation

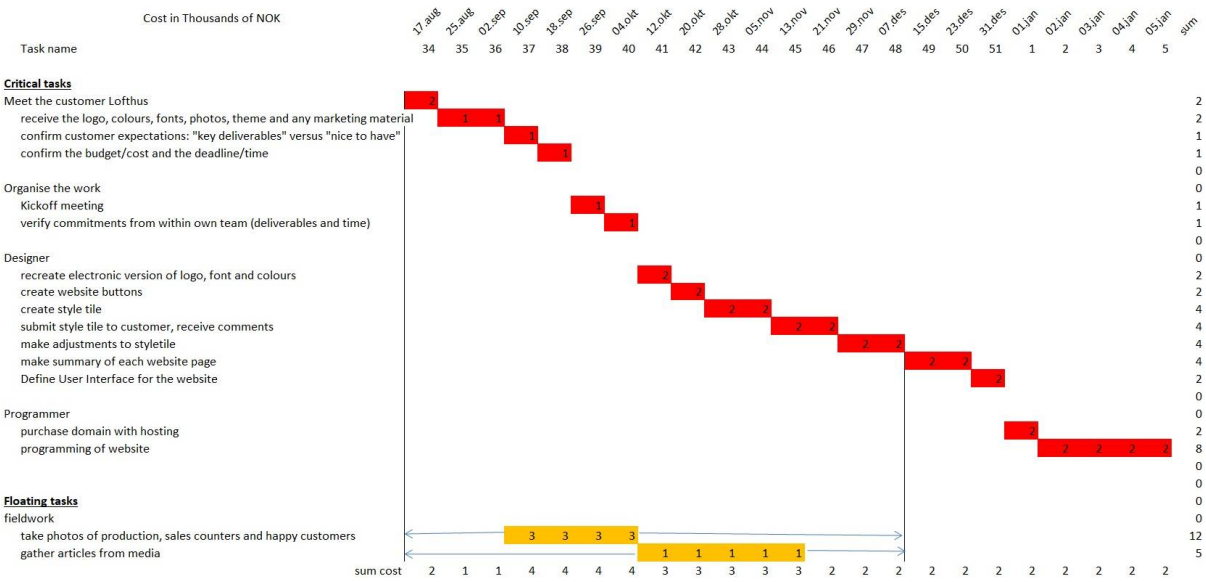
We start the network diagram with the customer, to ensure we will be able to deliver what is expected.

Because this is the design of a website, I put the Front End Web Designer before the Programmer/Front-End Developer. So that design can be well planned.

From the network diagram we make the Gantt chart, for planning of time.



Then we make the Gantt chart, for planning of cost.



We make a risk analysis

Description of Risk	How likely /5	How serious / Risk Factor		Plan to make less likely	Plan to make less serious	Scores AFTER mitigation actions	
Customer takes time to confirm styletile	2	3	6	speak directly with decision maker	continue based on info re	1	3
Designer is too busy to take the job	3	5	15	find an alternative designer	follow Gantt strictly	1	5

How to communicate with the customer

Meeting in person. This is important in order to understand well the expectations. Visioconference can be difficult because we could miss important information.

Halfway into the project there will be a second meeting with the customer.

The documents we send to the customer will be in pdf format, so that the customer sees what we see, the document is not distorted according the different formats on different computers.

How to communicate within our team

Dropbox – for uploading and sharing photos. Because photos can take up a lot of space.

GITHub – for tracking different versions of the work.

Gantt chart for expressing clearly the expectations. Halfway we make up status, then ask the customer for more money or time. We only update the Gantt chart one time.

We will use a Gantt chart that measures the completeness for each task. A task that is 50% completed will show 50% filled and 50% unfilled. This is different from the other approach that will only show filled the tasks that have been completed.

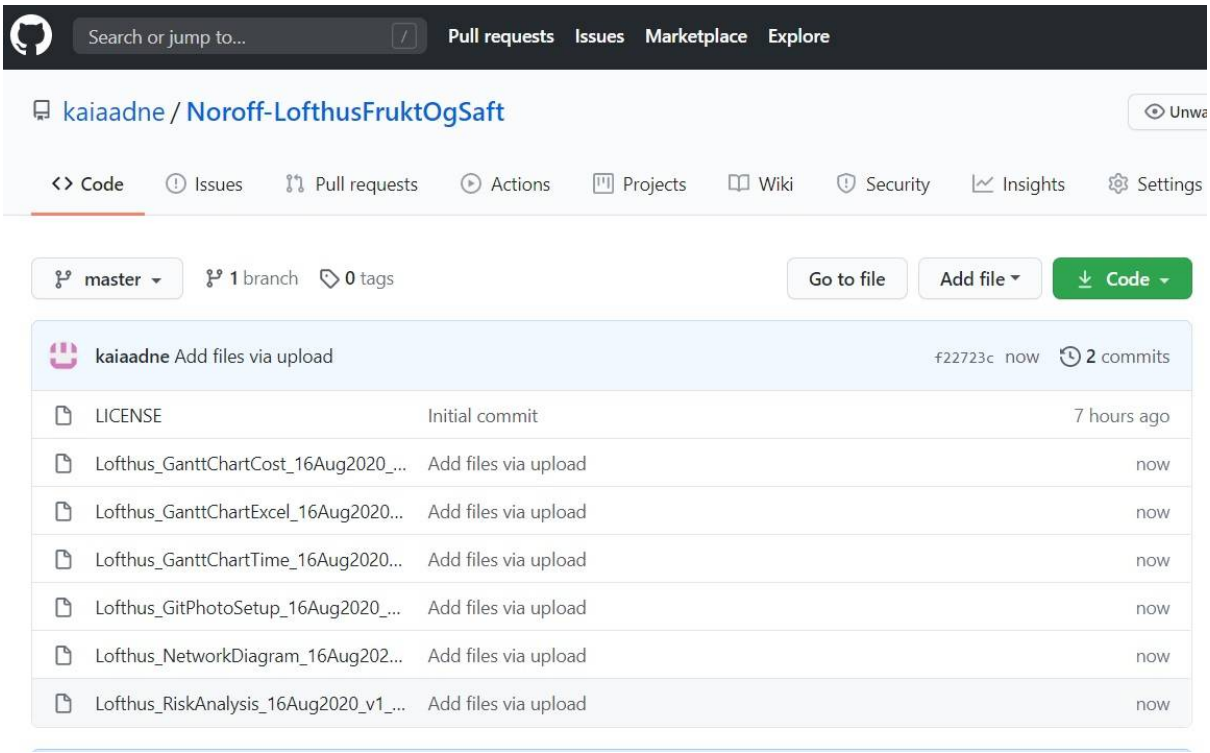
Communication tools

We will use Jira / atlassian, so that we can track where the progress of the Designer and the Developer, the Project Manager, the Photographer and the support staff.

We will also use Github, the option of private repository, with one of the copyright options.

The files have been uploaded to the GitHub repository, under this directory

https://github.com/kaiaadne/Noroff-LofthusFruktOgSaft/upload/master



3. References

4. Acknowledgements

Linkedin Learning
- Git essential training by Kevin Skoglund
- learning Gantt charts by Chris Croft

Noroff Moody
- training on project management

5. Appendices

N/A