Semester Project 1

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Schedule document

Initial process

The first days after reading the assignment brief were spent reflecting around the project and making a detailed Gantt chart. For an 8 week long project it is important to have a solid plan with enough room for all tasks to be completed in due time. As I work both weekdays and weekends I have included saturdays and sundays in my plan, even though these days will primarily be used for catching up on tasks that are overdue, if needed.

I started my brainstorming in Trello, where I put all tasks I could think of into a board. Then I made a simple network diagram, distributing the tasks over the four phases of the project. These phases comprise the critical path of the project, and I have named them **'Planning'**, **'Visual design'**, **'Build site'** and **'Project finalization'**.

Building the gantt chart

Now I could start to build my gantt chart. I started with the four steps of the critical path, and added all the floating tasks below. Then I could roughly calculate how much time would be needed for each task and each phase of the project.

Task dependencies

Some floating tasks have horizontal lines drawn before and/or after them, this means that they can be completed before or after their colored time span. Vertical lines indicate that all tasks placed before it must be completed before starting on a task after the line.

Making the chart easy to follow

My purpose when making a gantt chart is to make every task as self-explaining as possible. Furthermore, at the end of each week I will color in finished task with dark grey (as illustrated in the first week of the schedule).

The 'Tasks' column at the left of the chart, as well as the top rows including the critical path, are *frozen* in the Google Spreadsheet. This means that they do not scroll, in order that it be easy for me to follow and keep an overview as I get far into the project (since the floating tasks of the last phases are placed far down in the chart).

I have also taken into consideration that the notes for the final report should be updated towards the end of the most critical phases. That way it will be easier to get started on writing the report in the end.

Conclusion

At the end of this planning process I have a good feeling about starting to build the site. I do not expect any critical problems with keeping up with the schedule, but should any problem arise, I am confident that I have enough room in my plan to catch up in good time.