Task	Planned Start Date	Planned Finish Date	Assigned	25.09.2017	02.10.2017	09.10.2017	16.10.2017	23.10.2017	30.10.2017
	25.09.2017	01.11.2017	Week	1	2	3	4	5	6
Plan	25.09.2017	28.09.2017							
Meeting with customer	25.09.2017	25.09.2017	Everyone						
Research and project planning	26.09.2017	26.09.2017	Everyone						
Team discussion and strategic planning	27.09.2017	28.09.2017	Everyone						
Analysis complete	28.09.2017	28.09.2017	Everyone						
Design	29.09.2017	11.10.2017							
Ideas and sketches	29.09.2017	30.09.2017	Front-end developer						
Colors	01.10.2017	01.10.2017	Front-end developer						
Identity and Visual Elements (buttons, icons etc.)	01.10.2017	05.10.2017	Front-end developer						
Typefaces	05.10.2017	06.10.2017	Front-end developer						
Patterns and textures	07.10.2017	09.10.2017	Front-end developer						
Design elements complete	10.10.2017	10.10.2017	Front-end developer						
Style tiles	11.10.2017	11.10.2017	Front-end developer						
Meeting with customer	11.10.2017	11.10.2017	Everyone						
Content and build	10.10.2017	18.10.2017							
Slogan	10.10.2017	10.10.2017	Copywriter						
Text	11.10.2017	13.10.2017	Copywriter						
Images	14.10.2017	16.10.2017	Photographer						
Articles	14.10.2017	16.10.2017	Copywriter						
Site structure and composition	16.10.2017	18.10.2017	Front-end developer						
Meeting with customer	18.10.2017	18.10.2017	Everyone						
Development and launch	18.10.2017	01.11.2017							
Coding	18.10.2017	25.10.2017	Front-end developer						
Testing	25.10.2017	26.10.2017	Front-end developer						
Document issues found	27.10.2017	27.10.2017	Front-end developer						
Fixing issues found	28.10.2017	31.10.2017	Front-end developer						
Presentation with customer and launch	01.11.2017	01.11.2017	Everyone						

Project Planning Report

Introduction

In this report I will write about my work process and justify my choices and decisions in the planning process. I will show where I found inspiration to make my Gantt Chart, and explain the different aspects of the chart, such as why I use different colors and so on.

Interpretation of the task

The company "Lofthus frukt og saft" wants a website so that they can expand their market, and promote and sell their product. The task is to make a Gantt Chart for the project that includes all the different activities you have to complete to make a new website. I will have to consider all the different elements that should be produced for a fully functional website, how long each task would take, who will have responsibility for which task, and in what order the activities should be done.

Research and Analysis

Inspiration

To find inspiration for the task I looked at multiple websites to see what different elements they have, and I also looked at different examples of Gantt Charts. There are several ways to make a Gantt Chart, and I looked at different solutions to find one I think is clear and understandable.
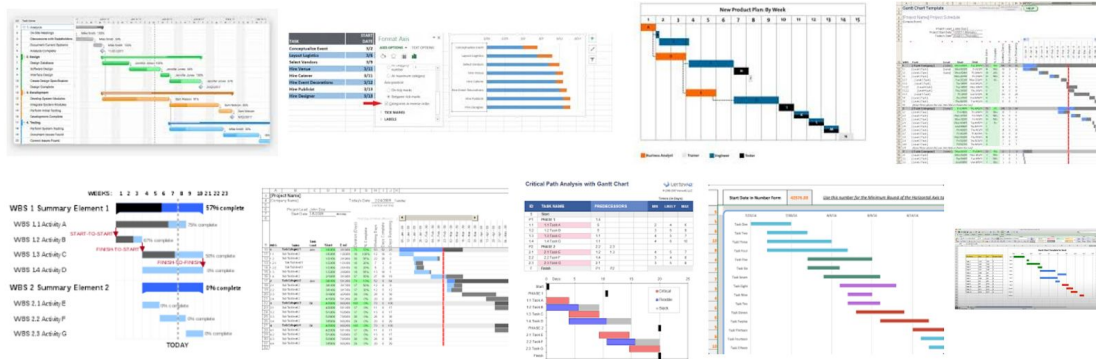
Screenshot from Google

As mentioned I looked at websites to find inspiration, and one of the websites I looked at was www.lerum.no. "Lerum" is a well known company in Norway that produces the same type of products as "Lofthus". I looked at Lerum´s website to get a feeling of what visual elements the team needed to create for Lofthus´ new website. Among other things, it helped me to understand what photographs the photographer maybe should take and how much time he or she would need, and how to structure the new website.
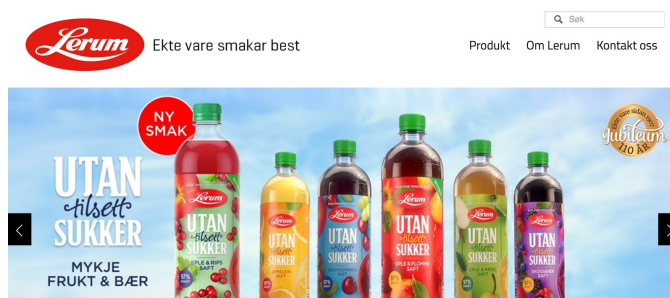
Lerum - Den Originale safta

Lerums saft - den originale saftsmaken! I serien finn du klassikarane Lerums solbærsirup og Lerums husholdningssaft, og andre tradisjonelle smakar som appelsin, bringebær, blåbær, rips & bringebær og sitron & lime. Ekte vare smakar best! Klikk på produktet for å lese meir.
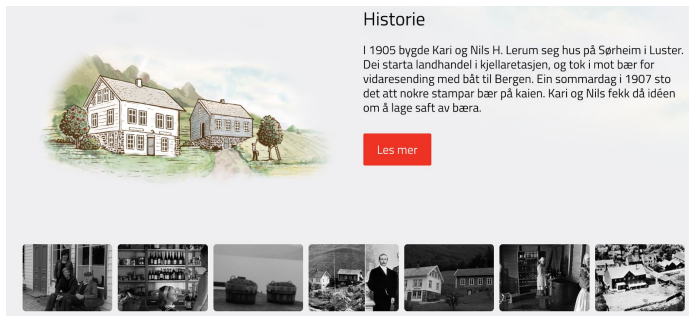
Screenshots from www.lerum.no

Work Process

I started reading the assignment multiple times to be sure that I understood it correctly. After going through the assignment I wrote down the activities I wanted to include in my Gantt Chart, and then arranged them in the correct order, and thought of who should be responsible for which activity.

Collaboration and Communication

When making the webiste for "Lofthus frukt og saft" I would have to work in a team to accomplish the project. For communication with my team members I would use Slack, where we can write to each other and share files through Dropbox and Google Drive, and GitHub for sharing code. I would also like to communicate with my team members by having meetings, either physical or through Skype calls. For communicating with the client I have set up a few meetings in the Gantt Chart during the project to show them where we are in the process, and so that they can approve what the team has created. We can also communicate with the client through skype, e-mails or phone calls.

Project Planning

To plan the project I used Microsoft Excel to create a Gantt Chart that should be straightforward with a composition and layout that is easy to understand. I arranged the tasks under different headings where each heading has its own color to separate the type of activities from each other, for example, "design" is blue and "development and launch" is

green. I think the headings and colors give the chart a better overview, and so does the two columns "Planned Start Date" and "Planned Finish Date". They help the team members to work with the right task at the right time, and you can see where activities overlap with other activities. I also put in a column called "Assigned" to show which team member is responsible for each task, in this way team members know what they are supposed to do, and who they should ask if they are wondering about one specific task.

Summary and Evaluation

After studying project planning and collaboration I created a Gantt Chart for a website project for "Lofthus frukt og saft". The Gantt Chart includes the start and end date of the project, activities, who is responsible for a activity, when each activity begins and ends, where activities overlap with other activities, and meetings with the client. This is composed in a way that makes the chart easy to read and understand for all the team members.

I started the process of making the Gantt Chart by looking for inspiration by viewing other charts and websites, which was a great way to get started and get a feeling of what I was suppose to be making. In addition to creating the chart for the team I also thought of how the team should collaborate. Collaboration is important when making a brand new website for a company, and I found that Slack, GitHub and Skype would be great for communication in a team.

Sources and References

- Design 1 and Project Methodology lessons
- Gantt Charts (google search)

  https://www.google.no/search?q=gantt+chart&source=lnms&tbm=isch&sa=X&ved=0ahUKEwiZw4XM4sLWAhWCKFAKHfSMDX8Q_AUICigB&biw=1280&bih=569
- GitHub
- Lerum www.lerum.no