

# **REPORT**

**Case Assignment**  
**in**

# **Project**

**&**

# **Methodology**

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In this scenario we were asked by a medium sized company called "Lofthus frukt og saft" to create a website for them as they had ambitions to expand and find new markets. The website should include all necessary content like photos, articles etc. Our task in this assignment were to plan this project by creating a detailed Gantt chart plan showing all the activities needed to be done to accomplish the project.

I started this assignment by making a list of all the activities I thought needed to be done on this project. First very basic, general tasks like "Planning" "Research" and "Production". Then I thought about more specific activities that belonged under these, like "Establish Budget", "Style webpage with CSS" etc. Then I tried to make a network diagram as advised in the "Leaning Gantt Charts" Lynda videos.

When I had an overview of the order of the tasks and how some of them were dependent on each other, I began making a Gantt chart in GanttProject.

I assumed that we were a company which already consisted of a team including a project manager, front-end developer, copywriter, UI designer and visual designer. (I haven't included a back-end developer in this project as I know to little about their role and activities during such a project).

The only professional we needed to hire from the outside was a photographer to take photos that could be used for marketing purposes and for the website in general. There is probably a lot of good photos available for purchase on the web. But I imagine it would also be a good idea to have some

photos of the product, and production facilities etc. perhaps.

It would probably be best to buy full rights for the pictures so that they could be used by Lofthus in what every way they wish. But buying full rights could also be very expensive. If it turns out that is the case, there should be some negotiations concerning licensing and rights. Also, the persons responsible for hiring the photographer (Project manager and Visual designer in this case) should use time on researching different photographers and deals, so that they can choose the best option. I've also given the photography activities some extra time concerning the photo-shoot/image processing, as this is also dependent on the photographers timetable. It's also possible for the visual designer etc. to work with other activities if the photos should be delayed.

Concerning key meetings with the customer, I have included a meeting at the start of the project. One in the middle of the project when the outline and concept of the webpage should be ready. This is so that the customer can come with inputs on the ideas before we start the production. And then there will be a meeting and presentation at the end of the project. In addition to these face to face meeting, I thought that it could be a good idea to keep in touch with the customer, and update them trough digital canals, such as Slack or Discord, and perhaps give them access to some folders on a file storage and synchronization service such as Google Drive. So that they can see some work in progress and be able to come with input along the way. Google Drive should also be used between the team-members in the project, and the photographer. In addition to Slack and Google Drive, I think that the team could also benefit from using Trello boards. I use this in my own workplace, and it's a really great way to keep on track in a project, see what the others have been working on and to make "to do lists". In my own experience it could also be smart to have a short morning meeting between all the team-members during a project, were everybody tells in short words what they have been working on and what they will work on that day. This is could also help keeping the project on track. (I have not added these meetings in the Gantt chart as it would make it more cluttered).

To summarize the other decisions I did concerning the Gantt Chart; in an attempt to make it as easy and clear as possible I tried to arrange the tasks in a hierarchic setup and with different colors. I also had some one-day tasks at first, but this was not recommended in the Lynda videos. So I made some changes to some tasks and their duration. I tried to research realistic duration on the different activities, but they are my assumptions mostly. and I'm also quite unsure when it comes to the overlapping of the activities and if it's manageable. There is still a lot I need to learn about project management, and how to set up a good Gantt Chart, but I can see that it's very valuable and I will try to use it in later projects.

**Link to my repository:**

<https://github.com/mie91/projectandmethodology>