PROJECT TITLE	CA Project Methodology				COMPANY NAME	Lofthus frukt & saft
PROJECT MANAGER	Monica Mulelid-Tynes				DATE	21/2/19
TEAM MEMBERS	Project manager, Graphic designer, content designer, UX designer, copywrighter, photographer, company representative from Lofthus frukt & saft					

PHASE ONE - Discovery/Analysis · PHASE TWO - Outline · PHASE THREE - Design · PHASE FOUR - Develop, test and launch

TASK NUMBER	TASK TITLE	TASK OWNER	START DATE	DUE DATE	DURATION DAYS	PERCENT OF TASK COMPLETE
1	**Discovery phase/ requirement gathering**					
1.1	Meeting with customers	Project Manager	2/26/19	2/27/19	1	100%
1.1.1	Brainstorm ideas	Project Manager, graphic designer, Content designer	2/27/19	2/28/19	1	100%
1.1.2	Identify brand identity & communication strategy with customer	Project Manager, Graphic designer, Content designer	2/28/19	3/1/19	2	100%
1.1.3	Project definition document	Project Manager	2/27/19	3/1/19	3	100%
1.2	Requirement analysis	Project Manager	2/27/19	3/1/18	3	100%
1.3	Project scope, including Gantt timeline	Project Manager	2/27/19	3/1/19	3	100%
1.4	Get sign off from customer on Gantt & Project summary (Meeting in Hardanger)	Project Manager	3/4/19	3/4/19	1	60%
2	**Analysis & planning phase**					
2.1	Data analytics (Google analytics)	UX designer	3/4/19	3/6/19	3	16%
2.2	Competitor analysis	UX designer, Graphic designer	3/4/19	3/6/19	3	22%
2.2.1	Persona building	UX designer	3/7/19	3/8/19	2	22%
2.3	Make budget for subcontractors	Project Manager	2/28/19	2/28/19	1	0%
3	**Site outline**					
3.1	Site architecture including navigation	UX designer	3/11/19	3/13/19	3	0%
3.2	Low fidelity wireframes	Designer	3/14/19	3/18/19	2	0%
3.2.1	Review with customer (Video conference meeting)	Project Manager, Graphic designer	3/19/19	3/19/19	1	0%
4	**Content design**					
4.1	Define content hierarchy	Content developer, copywrighter	3/20/19	3/22/19	3	0%
4.2	Develop new content	Content developer, copywrighter	3/20/19	3/22/19	3	0%
4.3	SEO	Content developer, Graphic designer	3/20/19	3/22/19	3	0%
5	**Visual design**					
5.1	Create Mood Board	Graphic designer	3/20/19	3/22/19	3	0%
5.2	Create Style Tile	Graphic designer	3/20/19	3/22/19	3	0%
4.3	Design photo portfolio	Photographer	3/20/19	3/22/19	6	0%
5.3	All designers group meeting hand off	Graphic Designer	3/23/19	3/23/19	1	0%
4.4	Get sign off from customer (Meeting in Hardanger)	Project Manager, Graphic designer	3/25/19	3/25/19	1	0%
6	**Wireframe design**					
6.1	UX planning and design	UX designer	3/26/19	3/28/19	2	0%
6.2	Wireframe creation high fidelity	UX designer, designer	3/26/19	3/28/19	2	0%
6.3	Complete page layout	UX designer, designer	3/29/19	4/2/18	3	0%
7	**Develop web site**					
7.1	Write HTML & CSS for all pages	Front End developer	4/2/19	4/5/19	4	0%
7.2	Develop & test special features & interactivity	Front End developer	4/8/19	4/12/19	5	0%
7.3	Create videos	Photographer,Content Manager	4/2/19	4/9/19	7	0%
8	**Test and verify**					
8.1	Full website review	Front End developer, UX developer	4/10/19	4/15/19	4	0%
9	**Launch website**					
9.1	Transfer live server	Front End developer	4/16/19	4/16/19	1	0%
9.2	Test, final diagnostic & crossbrowser check	Front End developer	4/17/19	4/19/19	3	0%
9.3	Provide instructions for use to client	Front End developer	4/22/19	4/23/19	2	0%
9.4	Close Project, final documentation handover	Front End developer, Project Manager	4/24/19	4/25/19	2	0%