

Project planning, process documenting and collaboration

THE CASE:

A medium sized company - «Lofthus frukt og saft» located at Hardanger fjord in western Norway - are producing one of the best apple juices in Norway. It is a 100% pure natural product, without any sugar added or other additives of any kind.

Until now they were mostly present at the local market in western Norway, but they have ambitions to expand and find new markets. As a part of this process they need a new website. The main purpose for the website will be to promote and sell their products. Also, information about the company and their production processes will be an important part of the website.

You have been asked by "Lofthus frukt og saft" to create the online website, including all the necessary content (identity elements, articles, photos etc.). At this moment they have just a logo and a simple brand strategy without any visual assets to use in the website production. (source: [www. http://files.noroff.no/lc/fcu/courses/projmeth/ca.html](http://files.noroff.no/lc/fcu/courses/projmeth/ca.html))

REPORT

After a couple of recommendations from several people, and trying it out myself, I would accomplish this project by communicating with the client and other team members through Slack, Skype Business and by E-mail.

As recommended, I made a Gantt chart in order for this project to run smoothly. I gave the whole project about four weeks (20 days). Below, I made an overview on how I think the project should look like when it comes to the various activities, how long the activities should last and who should do what etc. Since some activities may require more attention, I made room on day 14, 15, 18, 19 and 20 just in case.

DURING THE WHOLE PROJECT

Responsible: Project Manager

The project manager needs to make sure that the project management, customer contact, proposal and contract are constantly under control

DAY 1-2:

Responsible: Project Manager, Content Developer and Designer

On the first day, the Project Manager and the Content Manager have a requirement meeting, before having a meeting with designer to:

- Identify goals and risk that might take longer than expected
- Project planning

DAY 3-5:

Responsible: Project Manager, Content Manager, Designer and Front-End Developer

After day 1+2, the group make a strategic plan on day 3+4. The Content Manager makes a plan for the content.

On the fifth day, the Designer and the Front-End Developer make sure to present a site outline.

DAY 6-8:

Responsible: Content Manager, Designer and Front-End Developer

The Content Manager starts developing content for the webpage.

The Designer and the Developer work together to create a mood board and style tiles.

DAY 6-10:

Responsible: Photographer

The Photographer makes sure to capture and gather all the photos that is needed for the webpage.

DAY 7-10:

Responsible: The Front-End Developer

When the Developer is done creating the mood board and the style tiles with the designer, the Front-end Developer can now start coding. During the three days, the Front-End Developer will make sure that all the coding is in place. This person will have the opportunity to change the codes and test the website during the whole project.

DAY 11:

Responsible: Front-End Developer and Designer

Wireframing to show the lay out content and the functionality of the page.

DAY 12-13 (maybe more):

Responsible: Front-End Developer and Designer

UX/UI Planning and testing

DAY 16-17:

Responsible: Front-End Developer and Designer

UX/UI Testing

DAY 19-20:

Responsible: Project Manager and Content Manager

Meeting with Client + presentation