



Noroff

School of technology
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Technical Report

Project Methodology CA

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1. Summary

This report is dedicated to my Course Assignment for the Module “Project Methodology” of the section AW13.

The primary objective of this report is a presentation of a Gantt Chart for a medium sized company - "Lofthus frukt og saft". The Gantt Chart was created by me as a first part of the CA assignment. In the main chapter of this report I described the process that I went through during the CA completion. I briefly represent my ideas how the project could be organized and planned. I divided the project into five phases in accordance with working sequence. Thereafter I defined activities for each phase and responsible persons for each activity.

I indicated communication tools/ software used to accomplish this project and explained how the team will communicate with the client and other team members. An aspect of Intellectual Property was also shortly discussed.

I uploaded two links for submission in my GitHub repository:

Link to Gantt Chart for “Lofthus Fruit og Saft”

Link to the report “Project Methodology CA”

The last three chapters: Acknowledgements and Appendices are not applicable for current work.

2. Main Part

2.1. Introduction

Task from Project Methodology CA

Brief

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.

In the chapter below I will try to present and explain a Gantt Chart that I created.

2.2. Report

Level 1 Process

To complete the website for “Loftus fruit go soft” I chose 5 team members including my self (JG)

First Person: due to small scope of work one person can be responsible for a few roles: Front-End - to write code for client, Project Manager - to plan & execution the project and define Ad/Promotion concept in Design Phase - JG

Second Person: UI/ UX Designer - to work with information architecture, wireframes and structure

Third Person: Back-End - to write code for server

Fourth Person: Copywriter - to write content for website

Fifth person: Visual Designer - to work with graphic, photos, layout, typefaces and Ad/Promotion in Development Phase

The process begins with Requirements or Project Definition Phase. The main role in this phase takes the First Person who is responsible for Project Scope definition, Planning, Project Proposal development, Contract, meeting with client to discuss the terms & conditions and approving proposal.

All terms and responsibilities related to Confidential Information must be written in the contract.

Furthermore, Copyrighted work cannot be copied or duplicated. Database right protected for fifteen years. Designs right protected for five years. Trademark protected for ten years.

All right for IP must agreed between the parties and written in the Contract.

The second phase of project - Design Phase begins with General Meeting right after the contract signing. All team and the client are involved in this activity. The main design concept is discussed on this meeting, all team member get tasks, responsible persons are appointed, define communication tools/ software (in this case Microsoft Software “Team”), provide e-mails and contact phones for all involved persons, define method/ software for files transferring and choose days/ time for all subsequent meetings.

The next activity - define design begins after the General Meeting. All team members involved in this phase start working with their tasks.

Ad/ Promotion concept will be created by JG with cooperation with Fourth and Fifth persons in the design phase. It is not a critical task and could be done during three days. In the Development and Review Phases this activity is given to Fifth Person.

A one floating meeting is planned to assist all team members in presentation their work, to estimate/ improve collaboration inside the team, and also for process and timing adjusting. Day/ time can vary as needed.

In the end of this phase the design will be presented to the client on the planned meeting where the client makes notes/ rectifications/ adjustments. The next days are used to review client's comments and make all corrections/ updates. Active communication between team and client could be necessary in this period. The final design is delivered and should be approved by client in the last day of this phase. The First Person is responsible for this activity.

The next step is Development Phase where building and testing occur. Front-End and Back-End developers start their work. A one floating not mandatory meeting is planned for team collaboration. Day/ time/ duration can vary as needed. A good cooperation between team members is necessary in this stage. The meeting with client is planned as well to present the Product. A reserve day is planned for the first time in this phase. It makes in case of Force Majeure.

Penultimate phase is review. All team members review feedback from the client during general meeting that comes first in this phase. The next days dedicated to updates and product finalization. A one floating not mandatory meeting is planned for team collaboration. Day/ time/ duration can vary as needed.

The Final Product must be approved in the end of review phase. Two reserve days are planned for Force Majeure.

The last phase is Distribution. The Official Lunch occurs in this stage. The First person is responsible.

link to Gantt Chart: https://github.com/smartfox-github/JG/blob/master/Gantt%20Chart_Lofthus%20frukt%20og%20saft.pdf

link to the report: https://github.com/smartfox-github/JG/blob/master/2020-05-05_project_meth_aw13_Jelena-Goncarova_report.pdf

2.3. Conclusion

I created the Gantt Chart for the Course Assignment and described it in this document in the previous chapter. I used the template that I took from the reference in the Course Assignment task to make this report. Resources for this work could be found in chapter References.

Links to the Gantt Chart and this Report placed on the end of chapter "Report".

3. References

- Design 1 and Project Methodology lessons
- Gantt Chart
- GitHub

4. Acknowledgements

N/A

5. Appendices

N/A