

'HSHF' Website Project (Y3S2) Task Table Document – Daniel Wilkins

Project Tasks (Relating to both the Project Portfolio and Module)	Allocated Time/Time to Complete	Progress of the Task	Contingencies/Costs if Incomplete/Risk Management	Has the Task been Completed?
Project brief analysis	1 hour	Completed	<p><u>Costs if Incomplete</u> I won't fully understand the context of the brief and desired project outcome, hence creating a product that doesn't fully meet the client requirements</p> <p><u>Risk Management</u> If I don't receive a written brief, I will ask for information to build an understanding of aspects including values and objectives as well as the desired outcome</p>	
Competitor research and analysis	2-3 hours	In Progress	<p><u>Costs if Incomplete</u> I won't be able to understand how to improve the current website, making the project more difficult</p> <p>I won't be able to understand how to integrate features used in competitor websites, making the project more difficult to complete</p> <p><u>Risk Management</u> If I am not provided with suggested competitor websites, I will undertake research myself to compensate</p>	
Target audience research and creation of target audience personas	2-3 hours	In Progress	<p><u>Costs if Incomplete</u> I won't fully understand the audience that the new website will want to attract, creating a website that potentially won't be suited to the required target audience, hence not fully meeting the client requirements</p> <p><u>Risk Management</u> If I am not provided with the target audience, I will undertake research of similar websites to</p>	

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			gauge the target audience their website attracts and use this as an indicator for the new HSHF website	
Branding research and integration into the project	8-10 hours	In Progress	<p><u>Costs if Incomplete</u> This will make it more difficult to create a new website that reflects the required values in a professional and visually attractive way</p> <p><u>Risk Management</u> If not provided with feedback from the client regarding areas such as fonts and colours, I will make a professional judgement on what is best for the client and website to allow for continuation of the project</p>	X
Development research	2-3 hours	In Progress	<p><u>Costs if Incomplete</u> This will mean it will be hard to understand what technological requirements will be required to produce an effective and efficient performing website, potentially creating a less professional outcome</p> <p><u>Risk Management</u> There may be a risk of becoming confused with this aspect which will mean I will need to allocate time to seek advice from lecturers to overcome this problem successfully</p>	X
Brainstorming/mind mapping of ideas	3-4 hours	In Progress	<p><u>Costs if Incomplete</u> This will mean I won't be able to display my thought processes/general processes for the project, having less to show to the client and lecturers for the submission</p> <p><u>Risk Management</u> If there are areas which don't require brainstorming or mind mapping, I will ensure</p>	X

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			another method is shown, such as bullet points, to compensate	
Creation of initial wireframes	8-10 hours	In Progress	<p><u>Costs if Incomplete</u> This will make it difficult to receive feedback from the client as well as for myself regarding visualising how to structure the website. This could mean that the final outcome could become inconsistent or underwhelming.</p> <p><u>Risk Management</u> Due to the number of current pages (25) on the website, this could consume considerable time and to counteract this, an agreement could be made to reduce the pages on the website, either removing pages altogether or merging content from multiple pages into one</p>	
Creation of high-fidelity/Adobe XD wireframes	8-10 hours	Not Started	<p><u>Costs if Incomplete</u> This will make it difficult to receive feedback from the client as well as for myself regarding visualising how to structure and style the website as well as include links to different pages. This could mean that the final outcome could become inconsistent or underwhelming, being unprofessional.</p> <p><u>Risk Management</u> Due to the number of current pages (25) on the website, this could consume considerable time and to counteract this, an agreement could be made to reduce the pages on the website, either removing pages altogether or merging content from multiple pages into one</p>	

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<p>Creation of a sitemap(s)</p>	<p>3-4 hours</p>	<p>Not Started</p>	<p><u>Costs if Incomplete</u> This will mean that it will be difficult to display how each page and aspect of the website interlinks with each other to both the client and lecturers for submission <u>Risk Management</u> Due to the number of current pages (25) on the website, this could consume considerable time and to counteract this, an agreement could be made to reduce the pages on the website, either removing pages altogether or merging content from multiple pages into one</p>	<p align="center">X</p>
<p>Creation of flow diagram(s)</p>	<p>3-4 hours</p>	<p>Not Started</p>	<p><u>Costs if Incomplete</u> This will mean that it will be difficult to display the user journey/experience throughout the website to both the client and lecturers, demonstrating a lack of understanding from my view point <u>Risk Management</u> Due to the number of current pages (25) on the website, this could consume considerable time and to counteract this, an agreement could be made to reduce the pages on the website, either removing pages altogether or merging content from multiple pages into one</p>	<p align="center">X</p>
<p>Prototyping processes and programming/coding the website and documenting the process</p>	<p>130 hours</p>	<p>Not Started</p>	<p><u>Costs if Incomplete</u> This will result in having no website for the client, ultimately causing disappointment as well as having no work to display on my portfolio regarding the coding/programming process for this project, reducing received marks <u>Risk Management</u></p>	<p align="center">X</p>

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			<p>If I encounter problems with the programming/coding process, I will either use online sources or lecturer advice to resolve these</p> <p>If there are aspects which are unable to be completed through one method, I will research to find another method to fulfil this with regards to the coding/programming process</p>	
<p>Communication with the client(s) and incorporating feedback into the project throughout whilst also maintaining a contact log to display contact</p>	<p>No specific allocated time as this will be something that will be completed throughout the project</p>	<p><i>In Progress</i></p>	<p><u>Costs if Incomplete</u> If I don't communicate with the client, I will be unable to obtain feedback, creating an outcome that doesn't fully meet the client requirements</p> <p>If I don't communicate with the client, I will be unable to obtain required material to implement into the website</p> <p>If I don't complete a contact log, I will be unable to display proof of contact for my course submission</p> <p><u>Risk Management</u> As sometimes I may be unable to contact the client, I will ensure that the time in-between is used for focus elsewhere that doesn't require client involvement -> This could be because of many reasons such as device damage, loss of Internet, etc.</p> <p>If I am unable to show a high amount of client contact in the log, I will ensure that I will include as much as possible as well as explaining why the reason for this</p>	

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<p>Website testing (including cross-browser and device testing) and documenting the process</p>	<p>30 hours</p>	<p>Not Started</p>	<p><u>Costs if Incomplete</u> If I don't test the website, I will be unaware if it functions correctly and successfully across multiple browsers and devices, potentially creating a website that isn't fully responsive and user friendly</p> <p>If I don't test the website, I will be unable to meet the assessment criteria as I wouldn't have documented the process</p> <p><u>Risk Assessment</u> If I experience several issues whilst testing, this may consume considerable time to resolve which therefore means this will need to be undertaken as soon as possible in order for a successful process</p> <p>If I have limited access to multiple devices and browsers, this will mean that I won't be able to fully test the website -> To counteract this, I will ensure that I either use equipment at the University or from friends/relatives to fully test the website</p>	
<p>Annotation and organisation of code (efficient, concise and readable)</p>	<p>8-10 hours</p>	<p>Not Started</p>	<p><u>Costs if Incomplete</u> If the code isn't annotated and easy to read, this will cause confusion for both the client and future developers</p> <p>This will also mean that I won't fully meet the assessment criteria, reducing the possible marks obtained from doing this</p>	

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			<p>If the code isn't efficient and concise, this could cause performance issues on the website altogether</p> <p><u>Risk Assessment</u></p> <p>Due to help from online sources or lecturers, I may be unsure of how each piece of code functions -> To resolve this, I will clarify and add descriptions next to the relevant code, acknowledging where the help has been obtained from</p>	
Making refinements to the website in preparation to become 'live'	2-3 hours	Not Started	<p><u>Costs if Incomplete</u></p> <p>This will mean that any errors regarding aspects such as spelling and grammar will be missed, reducing the professionalism of the website</p> <p><u>Risk Assessment</u></p> <p>There could be a considerable amount of refinements to make which would mean that this process would need to be undertaken at least two weeks prior to the submission deadline</p>	
Uploading of the website to the relevant server	Less than 1 hour	Not Started	<p><u>Costs if Incomplete</u></p> <p>The website won't become 'live', disappointing the client</p> <p>I won't be able to show the final outcome on my portfolio website, reducing the marks received</p> <p><u>Risk Assessment</u></p> <p>The uploaded files such as images could take a while to process on the server and show on the website, meaning the files will need to be uploaded at least a week before the deadline</p>	

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<p>Creation of the handover document/branding guidelines for the client</p>	<p>10-12 hours</p>	<p>Not Started</p>	<p><u>Costs if Incomplete</u> The client won't be able to understand how to make future edits to the website as well as how to change fonts/colours to comply with the brand, potentially causing the website to become less professional and attract fewer visitors as a result in the future <u>Risk Assessment</u> The client may not require these aspects to be completed which will mean that I will have to show I have worked to the branding of the organisation or advised on how to edit certain aspects of the website</p>	<p align="center">X</p>
<p>Inclusion of acknowledgements, a reference list and a bibliography</p>	<p>No specific allocated time as this will be completed throughout the project</p>	<p>Not Started</p>	<p><u>Costs if Incomplete</u> Sources won't be referenced which will mean that I will be claiming all the credit for the work completed, committing plagiarism and being dishonest I will also lose marks if this aspect isn't completed <u>Risk Assessment</u> As I know from experience that this takes a considerable amount of time to complete, I will ensure this is something completed either throughout or a few weeks prior to the deadline Links to aspects such as websites may no longer exist, making it difficult to reference/cite sources -> To prevent this, I will reference the sources as soon as I have discovered and used them</p>	<p align="center">X</p>

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<p>Documentation of the project processes other than the programming/coding work such as branding, etc. (both in the form as a document and also on the personal portfolio website for the submission)</p>	<p>50 hours</p>	<p>In Progress</p>	<p><u>Costs if Incomplete</u> I won't be able to show the different processes undertaken throughout the project, reducing my marks for the module</p> <p><u>Risk Assessment</u> As I know that this is something that will take a considerable amount of time to complete, I will ensure this is done throughout the semester to allow for this to be completed in time for the submission</p>	<p align="center">X</p>
<p>Submission of the project outcome with the portfolio to the lecturers</p>	<p>Less than 1 hour</p>	<p>Not Started</p>	<p><u>Costs if Incomplete</u> I will fail the module as I will have no work to show for this assignment</p> <p><u>Risk Assessment</u> As there is a possibility that the 'Canvas' system could malfunction, I will ensure that the submission is made at least a day prior to the deadline to compensate for any issues experienced</p>	<p align="center">X</p>
<p>Creation of an updated 'live' CV</p>	<p>1 hour</p>	<p>Not Started</p>	<p><u>Costs if Incomplete</u> I will lose marks as this is a requirement for the portfolio website</p> <p><u>Risk Assessment</u> Nothing to add for this task</p>	<p align="center">X</p>

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<p>Creation of an Updated Negotiated Learning Agreement document (NLT2)</p>	<p>1-2 hours</p>	<p>Not Started</p>	<p><u>Costs if Incomplete</u> I will lose marks as this is a requirement for the portfolio website <u>Risk Assessment</u> Nothing to add for this task</p>	<p align="center">X</p>
<p>Completion of the 'Negotiated Development Project Self-Submission Assessment Sheet'</p>	<p>1-2 hours</p>	<p>Not Started</p>	<p><u>Costs if Incomplete</u> I will lose marks as this is a requirement for the portfolio website <u>Risk Assessment</u> As this was something that was difficult to complete in the previous semester, I will ensure that I will seek advice prior to completion to ensure it is completed correctly</p>	<p align="center">X</p>
<p>Creation of a log to document work undertaken daily</p>	<p>No specific allocated time as this will be completed throughout the module</p>	<p>Not Started</p>	<p><u>Costs if Incomplete</u> I will be unable to demonstrate how I have managed my time with the tasks undertaken each day <u>Risk Assessment</u> As this is something that will need to be added to continuously, I will ensure that I allocate enough time each day to achieve this</p>	<p align="center">X</p>
<p>Networking event attendance/demonstration for at least three times</p>	<p>No specific allocated time as this will be completed throughout the module when networking events are available</p>	<p>Not Started</p>	<p><u>Costs if Incomplete</u> I will fail the module as this is a type of formative assessment which needs to be completed <u>Risk Assessment</u> Some events may be cancelled/I may become unwell/I may need to attend something in emergency which will therefore mean that I will need to attend events elsewhere -> To resolve this, I will seek advice from the lecturers and undertake research to identify other networking</p>	<p align="center">X</p>

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			events to attend and fulfil the module requirements	
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Risks which Relate to all:

Device Damage: This will mean that potential loss of work could occur and to prevent this from happening, I will ensure that regular backups of work are undertaken

PDF files on the Portfolio Website could become Slow to Load: This will mean that the lecturers may not be able to successfully view some of the completed work and to prevent this from happening, I will ensure the file sizes are as small as possible and I will test this at least 1 week prior to the deadline to allow for any changes to be made

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