



### Planning:

#### Project requirements

- The requirements of the project give the tasks that need to be carried out

#### Tasks, Timing and order

- The project needs to be broken down into tasks
- The order in which tasks should be carried out should be given – some tasks may require other tasks to be completed first
- For each task, the time needed (duration) to complete it should be estimated

### Gantt Charts

#### How Gantt charts work:

Tasks are given as a list. Each task then has a horizontal bar which shows how long it takes to complete.

#### Information a Gantt chart contain:

- The duration of each task
- The date of the end of the project
- The order that tasks occur in
- Dependencies (indicated by arrows)

### Milestones are key points in a project

They don't take time to complete, but instead show that some big event has occurred

The following are examples of milestones:

Completion of the design phase of the project

- This means that a client can now review the designs

Completion of the development phase

- Testing can now take place

Milestones can be shown with a diamond symbol on a Gantt chart

### Constraints

#### Time

- How much time is there to complete the project?

#### Resources

- Human resources – how many designers and developers are available for the company to use?
- Financial – what is the project's budget?
- Premises and equipment – are there enough computers and space for everyone to work?
- Technology – do they have the correct software and hardware to develop the solution?

#### Task dependencies

- What tasks need to be completed before a task can start?
- Task dependencies are indicated by an arrow on a Gantt chart

#### Security

- The project must be developed within the law – in particular:
- The Copyright, Designs and Patents Act 1988 – this would cover the photos, images and designs that are used in the website re-design
- The Data Protection Act 2018 – if the website collects data it will need to be stored securely and processed within the law
- Computer Misuse Act 1990

### Storyboard Features

#### Storyboards use sketches of each screen showing:

- The layout of assets
- The correct proportions of assets
- Colours may be used

#### Storyboard show more than just sketches:

- They show how screens link together
- Annotation shows actions that are occurring – just as touch, click, swipe, double touch, touch and hold, shake, voice entry
- Annotation may also describe processing – such as 'change style', 'save record', 'print record'