

# Project Summary Report



## New Leisure Centre Website

Overall	Milestone	Financials	Benefits	Risk
<span style="color: orange;">●</span>	<span style="color: green;">●</span>	<span style="color: green;">●</span>	<span style="color: orange;">●</span>	<span style="color: green;">●</span>

Reason for Overall Status	% Complete	Reason for Overall	Percentage Complete
Conversations have moved things along and it's hopeful the project will be back on track shortly.	30%	Project is slightly behind due to issues with the servers.	

## Key Tasks & Milestones

Title	Start Date	End Date	% Complete	Owners	Status
Requirements Workshop 1	02/02/2023	10/02/2023	70%	Doug Freeman, Gwen Hunt	<span style="color: red;">●</span>
Functional Spec Produced	17/05/2023	25/06/2023	50%	Doug Freeman, Gwen Hunt, Mel Little	<span style="color: green;">●</span>
Design of new logo	26/06/2023	10/07/2023	25%	Mattie Gonzales	<span style="color: green;">●</span>
New Headshots Produced	20/08/2023	04/09/2023	50%	Mattie Gonzales	<span style="color: grey;">●</span>
Re-write of staff boi's sent to comms for sign off	17/10/2023	08/11/2023	0%	Sarah Townsend, Mel Little	<span style="color: grey;">●</span>
UAT of new site build	09/11/2023	28/11/2023	0%	Mathew Bell	<span style="color: grey;">●</span>
Comms Plan for re-launch confirmed	29/11/2023	08/12/2023	0%	Sarah Bell	<span style="color: grey;">●</span>
Internal launch done	09/12/2023	22/12/2023	0%	Mathew Bell	<span style="color: grey;">●</span>
External launch	23/12/2023	02/01/2024	0%	Sarah Bell	<span style="color: grey;">●</span>

## Financials

Title	Category	Revenue or Capital	Period	Planned (£s)	Forecast (£s)	Actual (£s)
Re-branding images and graphics	Variable	Revenue	January 2022	13,485	13,080	
Re-branding images and graphics	Variable	Revenue	February 2022	13,485	13,080	2,546
Re-branding images and graphics	Variable	Revenue	March 2022	13,485	13,080	
Re-branding images and graphics	Direct	Revenue	July 2022	13,485	13,080	
Re-branding images and graphics	Variable	Revenue	July 2021	13,485	13,080	14,950
Server Maintenance	Fixed	Capital	August 2021	16,120	13,380	12,443
Re-branding images and graphics	Direct	Revenue	August 2021	13,485	13,080	13,446
Re-branding images and graphics	Variable	Revenue	September 2021	13,485	13,080	15,429
Re-branding images and graphics	Variable	Revenue	November 2021	13,485	13,080	
Re-branding images and graphics	Variable	Capital	December 2021	13,485	13,080	
<b>Total</b>				<b>137,485</b>	<b>131,104</b>	<b>58,813</b>

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## Benefits

Title	Measure of the Benefit	Owners	Status
Better 'curb' appeal	Increase in new clients.		
Accessibility Compliant	All text and images are compliant with accessibility rules.		
Old Server Decommissioned	Server decommissioned.		

## Key Risks

Title	Likelihood & Impact	Mitigated Likelihood & Impact	Mitigating Action	Owners	Status
Server Decommissioning	20	9	Regular check-in meetings to be arranged and the IT work to be monitored closely. Contingency planning is under way.	Sarah Bell, Mel Little	
Scoping Process Delayed	12	6	Speak with SRO to move forward meeting reschedule.	Mel Little	
Stakeholder Engagement	6	4	Drop-in sessions and workshops.	Debbie King	