Website Redesign

Project status report · Week of October 12, 2026 · Report SR-11

Project manager **Nadia Rahman** Sponsor **Chris Lowe, Chief Marketing Officer**

STATUS

At risk

The project is slightly behind plan because of late design approvals. The target date holds if content migration sign-off is met by November 6, 2026.

KEY FIGURES

Progress	**64%**	planned 68%
Budget used	**67%**	147,800.00 of 220,000.00 USD
Next milestone	**Content migration sign-off**	November 6, 2026
Target finish	**December 4, 2026**	49 days left

SUMMARY

64% of the work is complete against a plan of 68%, and the discovery and research and design workstreams are finished. The main risk is that late approval of the page designs. Spend is at 67% of the budget, and the forecast is 2.3% over budget.

HEALTH

AREA	STATUS	COMMENT
Schedule	**At risk**	Late design approvals puts the schedule at risk. Launch dates are unchanged for now.
Budget	**On track**	Forecast is 2.3% over the approved budget, within the 5% tolerance.
Scope	**On track**	No approved changes this period. One request is under review.
Quality	**On track**	Reviews and tests passed for the work completed so far.

WORKSTREAMS

WORKSTREAM	PROGRESS	DONE	LEAD
Discovery and research	■■■■■■■■■■	**100%**	Nadia Rahman
Design	■■■■■■■■■■	**100%**	Chris Lowe
Development	■■■■■■□□□□	**62%**	Ana Pereira
Content migration	■■■□□□□□□□	**33%**	Joel Fisher
Testing and launch	□□□□□□□□□□	**0%**	Nadia Rahman

THIS PERIOD

Completed

- ✓ Finished the discovery and research workstream
- ✓ Finished the design workstream
- ✓ Moved development to 62% complete
- ✓ Moved content migration to 33% complete

Planned next

- → Start testing and launch
- → Move content migration from 33% to 53%
- → Move development from 62% to 82%
- → Close out design and archive the documentation

MILESTONES

July 24, 2026	● **Research complete** Done Completed on time
September 4, 2026	● **Design approved** Done Completed on time
October 2, 2026	● **Development complete** Done Completed on time
November 6, 2026	● **Content migration sign-off** At risk Depends on design approvals
December 4, 2026	● **Launch** On track Holds if the next milestone is met

BUDGET

All amounts are in USD.

Approved budget	**220,000.00**
Spent to date	**147,800.00**
Forecast at completion	**225,000.00**
Variance	**-5,000.00**

RISKS

RISK OR ISSUE	IMPACT	OWNER	MITIGATION
Late approval of the page designs	**High**	Chris Lowe	Hold a weekly design review and a 48-hour approval rule
Content owners slow to review migrated pages	**Medium**	Joel Fisher	Assign one reviewer per section and share a tracker
Search ranking drop after launch	**Low**	Nadia Rahman	Map every old URL to a new one and monitor rankings for 30 days

DECISIONS

Needed from the steering group:

- ✓ Approve up to $9,000 of extra design hours to stay on schedule
- ✓ Confirm whether the blog redesign can move to a second phase