Website Redesign

Project status report · Week of November 16, 2026 · Report SR-15

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

STATUS

On track

The project is on track. Launch is due on December 4, 2026, and spending is in line with the plan.

KEY FIGURES

Progress	**91%**	planned 92%
Budget used	**85%**	187,800.00 of 220,000.00 USD
Next milestone	**Launch**	December 4, 2026
Target finish	**December 4, 2026**	14 days left

SUMMARY

91% of the work is complete against a plan of 92%, and the discovery and research and design and development workstreams are finished. The main risk is that late approval of the page designs. Spend is at 85% of the budget, and the forecast is 0.9% under budget.

HEALTH

AREA	STATUS	COMMENT
Schedule	**On track**	Work is on plan and all milestones are on track.
Budget	**On track**	Forecast is 0.9% under the approved budget.
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	■■■■■■■■■■	**100%**	Ana Pereira
Content migration	■■■■■■■■■□	**90%**	Joel Fisher
Testing and launch	■■■■■□□□□□	**52%**	Nadia Rahman

THIS PERIOD

Completed

- ✓ Finished the discovery and research workstream
- ✓ Finished the design workstream
- ✓ Finished the development workstream
- ✓ Moved content migration to 90% complete

Planned next

- → Move testing and launch from 52% to 72%
- → Move content migration from 90% to 100%
- → Close out development and archive the documentation
- → 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** Done Completed on time
December 4, 2026	● **Launch** On track On plan

BUDGET

All amounts are in USD.

Approved budget	**220,000.00**
Spent to date	**187,800.00**
Forecast at completion	**218,000.00**
Variance	**2,000.00**

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