Website Redesign

Project status report · Week of August 31, 2026 · Report SR-7

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

STATUS

On track

The project is on track. Development complete is due on October 2, 2026, and spending is in line with the plan.

KEY FIGURES

Progress	**42%**	planned 43%
Budget used	**41%**	89,600.00 of 220,000.00 USD
Next milestone	**Development complete**	October 2, 2026
Target finish	**December 4, 2026**	91 days left

SUMMARY

42% of the work is complete against a plan of 43%, and the discovery and research workstream is finished. The main risk is that late approval of the page designs. Spend is at 41% 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	■■■■■■■■□□	**80%**	Chris Lowe
Development	■■□□□□□□□□	**22%**	Ana Pereira
Content migration	□□□□□□□□□□	**0%**	Joel Fisher
Testing and launch	□□□□□□□□□□	**0%**	Nadia Rahman

THIS PERIOD

Completed

- ✓ Finished the discovery and research workstream
- ✓ Moved design to 80% complete
- ✓ Moved development to 22% complete
- ✓ Planned the start of content migration

Planned next

- → Start testing and launch
- → Start content migration
- → Move development from 22% to 42%
- → Move design from 80% to 100%

MILESTONES

July 24, 2026	● **Research complete** Done Completed on time
September 4, 2026	● **Design approved** Done Completed on time
October 2, 2026	● **Development complete** On track On plan
November 6, 2026	● **Content migration sign-off** On track On plan
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	**89,600.00**
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