Stephanie Payne

From: Jessica Nash <JessicaNash@redweb.com>
Sent: 18 March 2011 15:13
To: Iredia Oboh; Chrystyna Chymera
Cc: Ryan Anthoney; Luke Guppy
Subject: EC-11-11833 project plan

Dear Iredia and Chrystyna,

Please find attached the project plan for the creation for the referendum campaign page. I wanted to outline some of the turnaround times shown in the project plan, as these are quite tight in order to meet the deployment date of 1st April 2011. I have highlighted the Electoral Commission tasks (such as review of documentation and user acceptance testing) in blue, and Glue tasks (such as delivery of the HTML code) in orange. I am waiting to hear back from Jenny at Glue to confirm that she is happy with the dates outlined. Please see the list below which outlines these tasks.

1. By close of business today (18/03/11), we will need the following items to be supplied:
   - Approved content for the page to be supplied (Electoral Commission)
   - Copy for facebook API (Glue)
   - Accessibility copy for mobile page (Glue)
   - Design flats for the HTML buttons that includes style cues and font from Victor the Vote counter (Glue)
2. We will aim to supply the functional / technical specification document by 11.30am on Monday (21/03/11) – we would need for this document to be reviewed and any feedback sent to me by close of business Monday
3. By close of business Monday (21/03/11), we will need the following items to be supplied:
   - HTML mark-up P
   - Placeholder video for testing (Glue)
4. We will make any requested amendments to the document first thing Tuesday (22/03/11) morning, and send it to you for approval by lunchtime on Tuesday
5. We will be sending the design concepts through to you by close of business Tuesday (22/03/11), and would need feedback on the design by 11.30am Wednesday (23/03/11) so that we can make any requested revisions to the concepts and also create the Welsh version concepts by the end of the day on Wednesday
6. We would then need the revised concepts to be approved by 11am on Thursday (24/03/11) so that we can start building the pages
7. User Acceptance testing is then scheduled for one day on Wednesday (30/03/11)
8. Any reworking would be undertaken on Thursday (31/03/11) and the pages would be release back to you for final approval
9. We would then deploy the site to production (live)

Please note that if any of the tasks outlined above are delayed, this would affect our ability to deliver the project by the 1st of April. Please also note that we do not usually recommend deploying to production on a Friday as support will not be available over the weekend.

I am happy to talk you through the attached project plan – feel free to call me any time on the number listed below.

Could you confirm that you are happy with the turnaround times outlined within the project plan, and if you are happy for me to share this project plan with Jenny at Glue? Could you also let me know where the referendum campaign page will sit within the site structure?

I look forward to hearing from you shortly.

Kind regards

Jessica

Jessica Nash

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