WEBSITE WORK
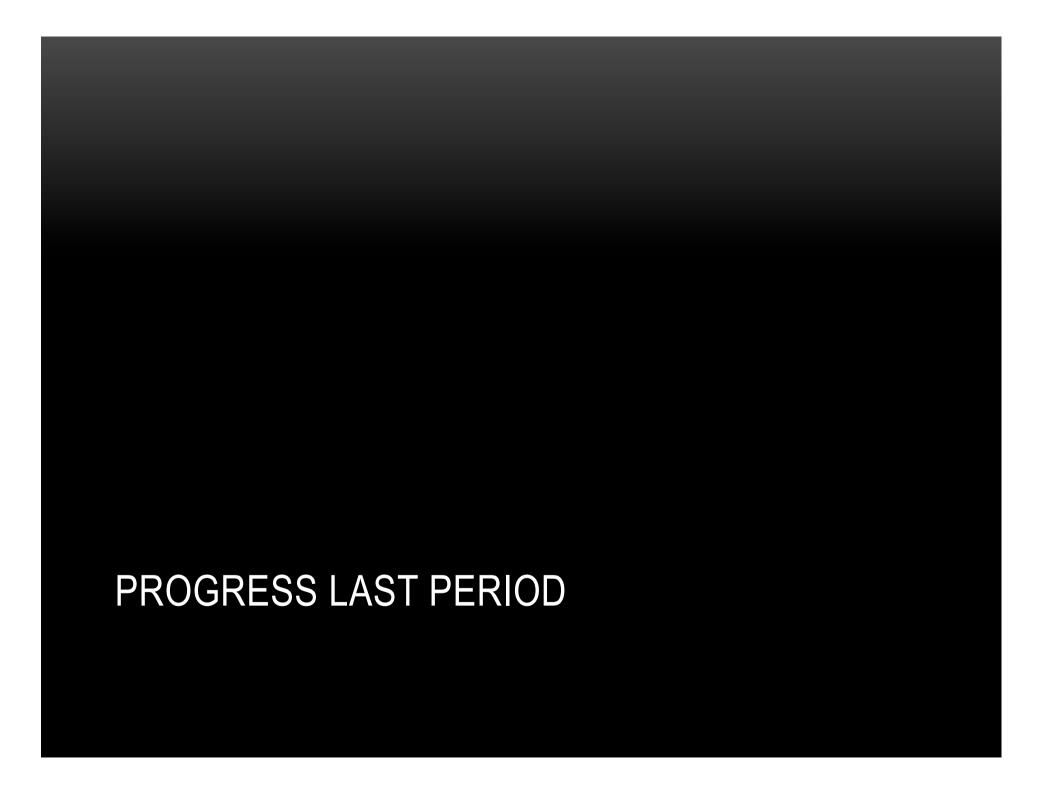
Progress Report

Period Ending 13th December 2013

CONTENTS

1. Progress Last Period

2. Review of Outstanding Work

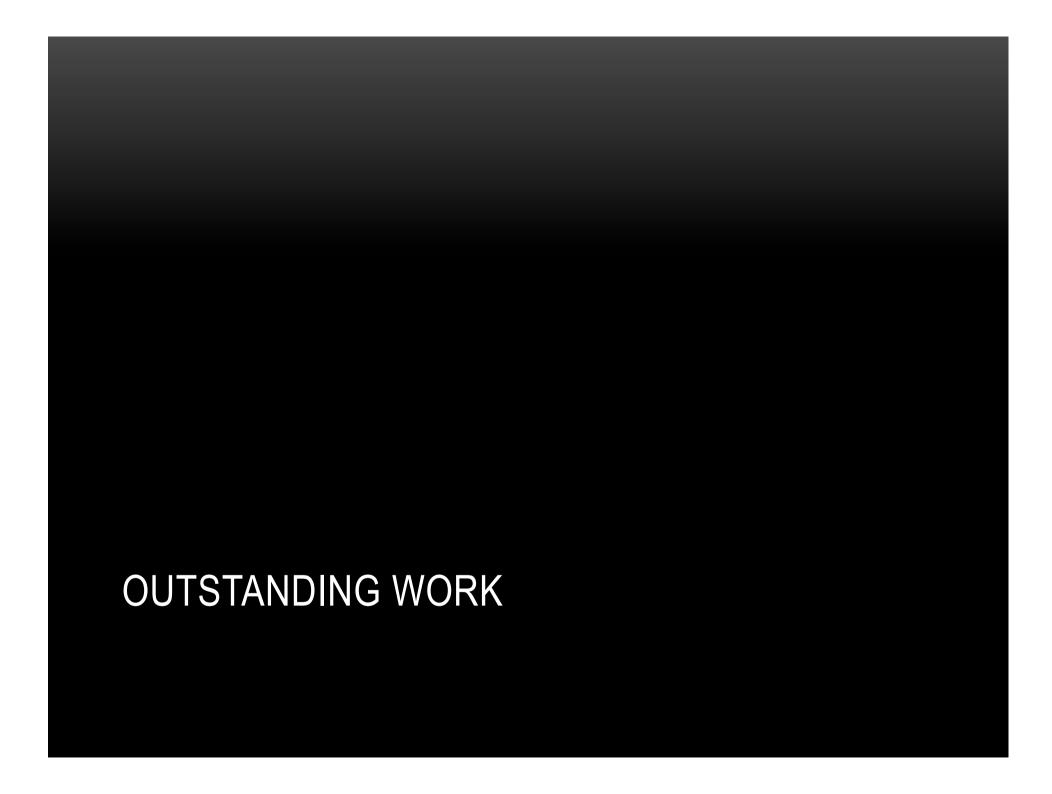3. Proposed Plans for Next Period

PROGRESS LAST PERIOD

PROGRESS LAST PERIOD - SUMMARY

- REVAMP LOOK AND FEEL:

  - Complete rework of website look and feel, including graphics, colours, linkbars, galleries etc. (about 10 hours)

  - Changes to look and feel after feedback from Mummy (make contact bigger, address "wormy" looking headers, changes left hand graphic on header.

  - Re-worked "Lucina" page with new text suggested by Mummy (ages ago) with some tweaking. (about 1 hour)

- SEARCH ENGINE OPTIMISATION

  - Updated links page so all the banners are there and the links work (about 2 hours)

OUTSTANDING WORK

MAIN MILESTONES FOR WORK

- Revamp Look and Feel of Website

- Search Engine Optimisation (Google)

- Miscellaneous Tasks

- Tasks From Other Mistresses

- Technical Tasks – Important But Not Directly Visible

- Non Website Tasks

REVAMP LOOK AND FEEL OF WEBSITE

Task	Description	Status
General overhaul of look and feel	Completely re-design look and feel to give it a more up to date and fresh look. Includes graphics, links, colours, text etc.	The big overhaul is now complete, but I suggest we keep this milestone and add tasks to keep improving the look and feel. See below for current tasks on the list
Make images change every time.	On the header there are two images which could change to keep a bit of interest going.	Not started. We may need to create some new images as the ones I like You don't like and they need to be appropriate for being in the header. However I can implement the feature of changing every time and then we can add images as W/ we go. This is about 4 hours work.
Create striking background	As discussed, I can create a background by makins squares from all the images of the chamber and making a sort of patchwork quilt which I can fade so it isn't too priminent	Not started. About 4 hours work.

SEARCH ENGINE OPTIMISATION

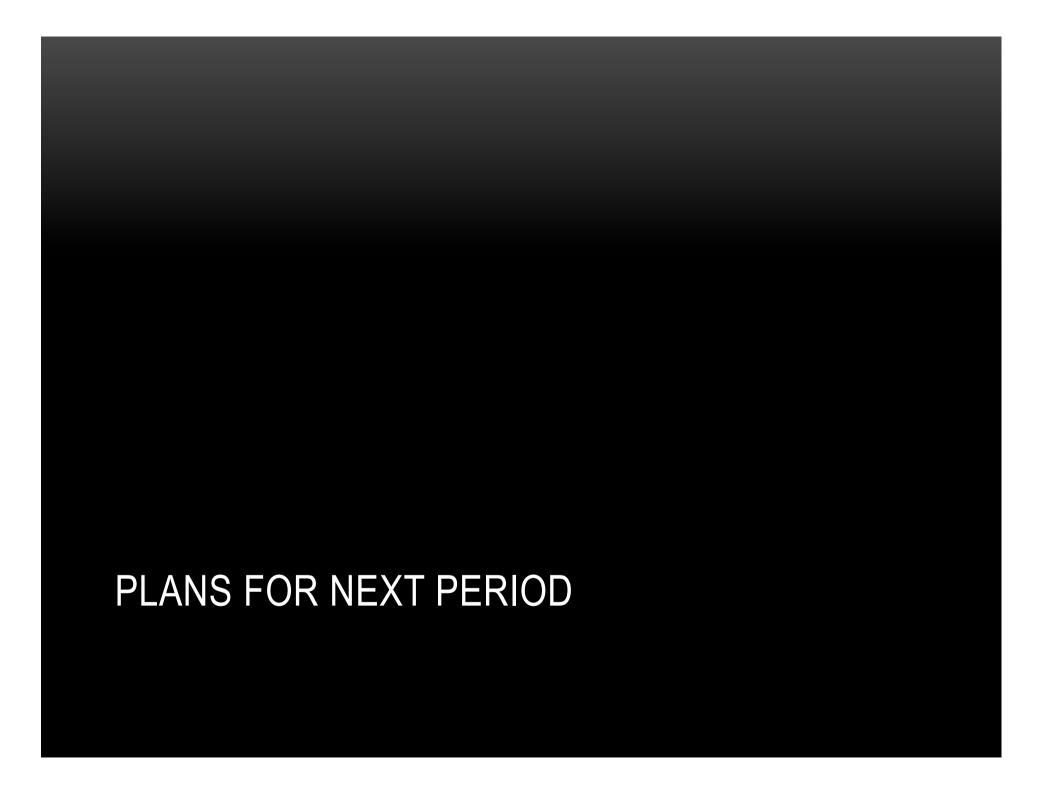| Task	Description	Status
Monitor Google Analytics	Look at Google Analytics Pages and use to improve position as appropriate	Have done a bit of monitoring this period.
Monitor keywords	"Manchester Mistress" and "Mistress Manchester" – Where are they on Google. How can this be improved.	This has taken a back seat recently. Haven't monitored for some time.
Review page content	for opportunities to improve key word density	This has taken a back seat recently. Haven't monitored for some time.
Analyse Lady Cornelia's website	Use LC's website as example and apply lessons learned.	This has taken a back seat recently. Haven't monitored for some time.
Change Names of Images	Meaningful names help with keyword indexing.	Not Started – Quite a big job.

MISCELLANEOUS TASKS

Task	Description	Status
Break up credentials so there is one page per credential	As described	There may be some technical work to do to get the links right for this, but I can at least do an interim solution where there is a main credentials page with links to the credentials in it.
Add Credential From Thomas	On the credentials page, add a credential from Thomas.	Not Started. About 2 hours work. I may be able to nick something from the Manchester Gooddesses site as I wrote quite a long one for that.

TASKS FROM OTHER MISTRESSES

Task	Description	Status
Update Lady Cornelia's Page	Use text from LC's website to update page on PL's website	Not Started

TECHNICAL TASKS

Task	Description	Status
Testing	Lots of testing, try to automate if possible	Ongoing

PLANS FOR NEXT PERIOD

PLANS FOR NEXT PERIOD

- Holiday rules : Can I clarify rules if I go away: Suggest I am allowed half the hours (8 hours)

- Revamp Look and Feel

  - Background for website (About 4 hours)

  - Implement functionality to allow header images to change (About 4 hours)