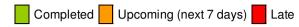
Project Report: HFN Marketing HFN

Project Start Date: February 2, 2015 End Date: August 28, 2015





Build 1.0 Complete

Milestones and associated tasks

Total Hours: 135 hrs 55 mins Total Estimated Time: 262 hrs Total Billable Time: 30 hrs 50 mins Total Non Billable Time: 105 hrs 5 mins

		Milestone	Description			
		Build 0.9 Complete				
Description	Estimated	Time	Billable			
ild 0.9						
	1 hr	None	None			
On member login, in Flyer section, Download my Flyer. This will automatically know by login which member flyer to download.	6 hrs 8	3 hrs 47 mins	None			
Provide a suitable margin	2 hrs	30 mins	None			
in resource centre - ability to upload files, create folders, delete, edit, etc. May just be investigation. May be new code.	2 hrs 1	6 hrs 30 mins	None			
Setup all the Client sites on dev1 so that changes can be applied.	3 hrs	Vone	None			
	58 hrs 6	7 hrs 7 mins	26 hrs			
	Over/Under 3	5 hrs 7 mins				
	On member login, in Flyer section, Download my Flyer. This will automatically know by login which member flyer to download. Provide a suitable margin in resource centre - ability to upload files, create folders, delete, edit, etc. May just be investigation. May be new code.	On member login, in Flyer section, Download my Flyer. This will automatically know by login which member flyer to download. Provide a suitable margin in resource centre - ability to upload files, create folders, delete, edit, etc. May just be investigation. May be new code. Setup all the Client sites on dev1 so that changes can be applied.	Description In the None In the None On member login, in Flyer section, Download my Flyer. This will automatically know by login which member flyer to download. Provide a suitable margin In resource centre - ability to upload files, create folders, delete, edit, etc. May just be investigation. May be new code. Setup all the Client sites on dev1 so that changes can be applied. Time 1 hr None 8 hrs 47 mins 2 hrs 16 hrs 30 mins None 58 hrs 67 hrs 7 mins			

Tasklists	Description	Estimated	Time	Billable
Build 1.0				
Web - Padding on text	seems to be some issues with the padding - some text goes right to the edge	2 hrs	2 hrs	None
Newsletters - Mobile Look	In mailchimp - want the images to be bigger than the text and aligned properly	20 hrs	12 hrs 23 mins	None
Mailchimp Login	Please provide the proper credentials for the mailchimp login.	15 mins	None	None
Web - Consolidated Library	Multiple copies of the categories are being displayed myCat-1, myCat-2, etc. This needs to be investigated to determine why they're all there.	4 hrs	1 hr 35 mins	None
MIC - Program Newsletters with specific Time Zones	ability to pre-program a newsletter to automatically go out at a specific time and in a specific time zone MailChimp > Newsletter > Create Newsletter	2 hrs	16 hrs 15 mins	None
CTO 2 GO Test List	Create a CTO 2 GO test list in Mail Chimp for all newsletter testing.	15 mins	None	None
Merge Repos	Merge and restructure HFN Wordpress site and portal so it's not under public_html file in the repo.	3 hrs	None	None
		36 hrs	33 hrs 13 mins	None
		Over/Under	2 hrs 47 mins	

Build 1.1 Complete

Tasklists	Description	Estimated	Time	Billable
Build 1.1				
MIC - Provide ER Diagram and Flowchart	Hi, Could you please provide Mary Entity Relationship diagram and flowchart of the MIC if you have any. This is to help her fully understands the whole system and it would be of great help in finishing her tasks on time. Thanks	3 hrs	None	None
Web - Standardized Theme	need a seamless process when adding a new site - currently takes too much time	16 hrs	None	None
Web - Banners Alignment	banners on homepages do not align - need them to be left aligned	4 hrs	None	None
Web - Article Header	Remove Posted and align date with header text	1 hr	None	None
MIC - eNewsletter Change Form	Create an online version of the attached in the eNewsletter area for Members to request changes.	8 hrs	4 hrs 45 mins	None
		32 hrs	4 hrs 45 mins	None
		Over/Under	27 hrs 15 mins	

Build 1.2 Complete

Tasklists	Description	Estimated	Time	Billable	
Build 1.2					
Web - Text Editor	I can't superscript; also want the ability to select a specific font size	8 hrs	None	None	
Web - Main Page Video	want the ability to add video links and have them sized to a standard size	8 hrs	None	None	
MIC - Tool for Flyer Change Forms	ability to update, open, and close change forms - currently only Mike can do this	16 hrs	None	None	
New Member Onboarding Kit	Need to able to create a folder New Member Onboarding Kit and put files in it.	None	None	None	
		32 hrs	None	None	
		Over/Under	32 hrs		

Build 1.3 Complete

Tasklists	Description	Estimated	Time	Billable	
Build 1.3					
Web - Social Sharing on Articles	want each article to have a social sharing button	4 hrs	None	None	
Web - Product Page	have product categories and images appear on all websites	6 hrs	None	None	
Web - Bilingual Content	When FR users are logged in they need to be presented FR content, including articles and newsletters.	16 hrs	None	None	
MIC - What's New Feed	want new additions to appear in a feed near the top of the MIC that tells members what is the latest and greatest	8 hrs	None	None	
		34 hrs	None	None	
		Over/Under	34 hrs		

Build 1.4 Complete

Tasklists	Description	Estimated	Time	Billable

Build 1.4				
MIC - Newsletter - Lists upload and download	In MailChimp section, add Download Lists which will use member login to download ALL lists for that member only. Explore ability to add subscribers to their lists via the API.	8 hrs	None	None
MIC - Blank shelf talkers on change form	The flyer Change form needs to have a section where members can select blank shelf talkers and see the price Flyer Change Form > Durham Natural Foods + beside name. Look at Shelf Talkers. Need a field/row for blank shelf talker ordering.	4 hrs	None	None
MIC - Stats Reporting	Combine EN/FR Campaign Reports into a single report. Investigate parameters and recommend.	16 hrs	None	None
Member Stats	Explore how we can create a Stats area for Members to see how their own campaigns performed.	None	None	None
MIC - Newsletter - Edit Campaigns	Add the ability to edit campaigns prior to them being sent.	4 hrs	None	None
		32 hrs	None	None
		Over/Under	32 hrs	