Project Report: HFN Marketing HFN

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

ONE **MOTION** technologies

🟩 Completed 🟧 Upcoming (next 7 days) 🟥 Late

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**	

	Tasklists	Description	Estimated	Time	Billable
	Build 0.9				
🟥	Setup Staging Environment		1 hr	None	None
🟥	MIC - Flyer PDF for each store	On member login, in Flyer section, Download my Flyer. This will automatically know by login which member flyer to download.	6 hrs	8 hrs 47 mins	None
🟥	Web - Widget Margins	Provide a suitable margin	2 hrs	30 mins	None
🟥	MIC - Folder with Flyer Schedule and Themes	in resource centre - ability to upload files, create folders, delete, edit, etc. May just be investigation. May be new code.	2 hrs	16 hrs 30 mins	None
🟥	Setup Client Sites on DEV	Setup all the Client sites on dev1 so that changes can be applied.	3 hrs	None	None
			58 hrs	**67 hrs 7 mins**	**26 hrs**
			Over/Under	**35 hrs 7 mins**	

			Milestone	Description
🟧			**Build 1.0 Complete**	

	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**	