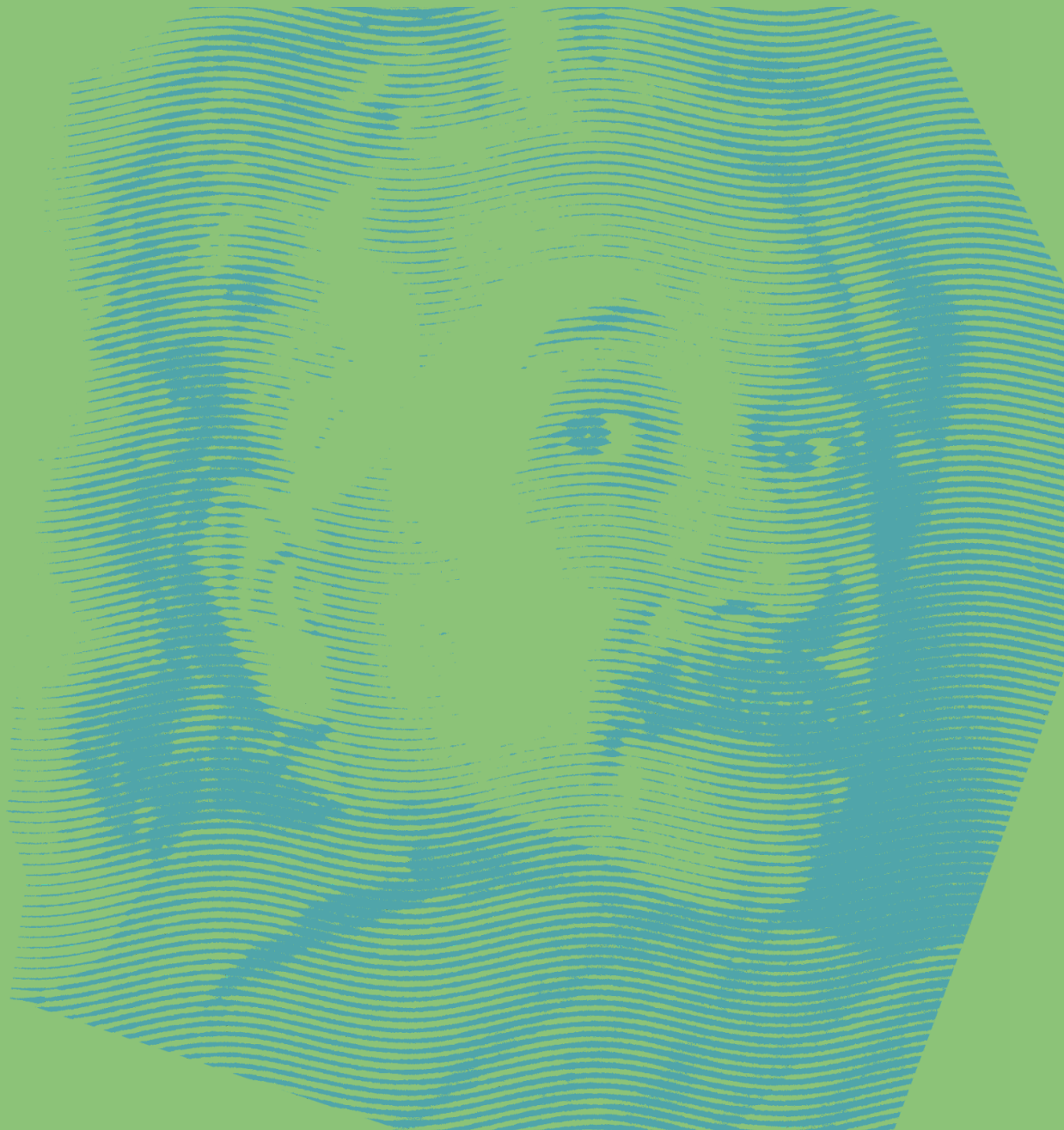**Inspire North (Phase One) 2025**

Project Plan

February, 2025

Cut the chase

This document will be a live document. We'll work collaboratively on this project plan so that throughout, we are all on the same page about milestones, scope and timelines. You can use this content list below to quickly navigate to key pieces of information.

Project Key Dates and Deadlines:

Below are the key dates and deadlines for the project. All deadlines are either a low, medium or hard deadline, this indicates if the date can slip by a few days or has to be completed that day. If a hard deadline is missed, this would have a knock-on impact on the rest of the project.

Items below are linked to either the cheat guide or other aspects of the document to give more detail!
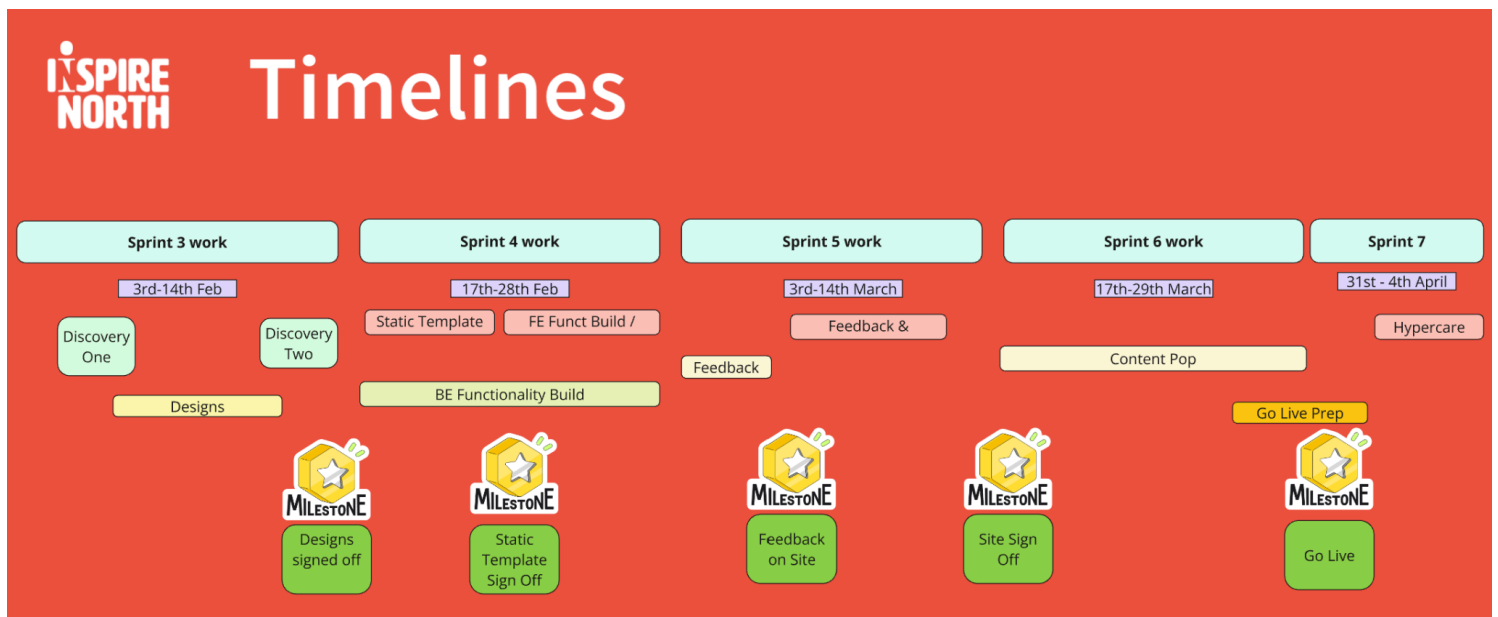
Task	Description	Owner	Start Date	End Date	Deadline
Discovery One	A session to go through the requirements of the project	Inspire North / DEV	**05/02**	**05/02**	N/A
Discovery Two	A session to go through the requirements of the project	Inspire North / DEV	**13/02**	**13/02**	N/A
Designs	Designing the new website and sitemap	DEV	**04/02**	**13/02**	Hard
Designs Sign Off	Signing off the designs ready for Development	Inspire North	**13/02**	**17/02**	Hard
Static Template Build	Creating the static template of the site	DEV	**18/02**	**25/02**	Medium
Static Template Sign-Off	Signing off the static templates after the designs are transferred to reality	Inspire North	**26/02**	**27/02**	Medium
BE Functionality	Building out the requested	DEV	**18/02**	**28/02**	Medium

Build	functionality for the site				
Testing and Feedback	Testing the site and then providing feedback on the site	Inspire North	**03/03**	**07/03**	Hard
Feedback and Ammends	Actioning any feedback on the site and remaining tasks	DEV	**10/03**	**13/03**	Hard
Sign off Feedback and Ammends	A point to sign off the development in the feedback and amends period	Inspire North	**14/03**	**17/03**	Medium
Content Population	Population of all the content and building out the pages	Inspire North / DEV	**17/03**	**28/03**	Hard
Go Live prep	Preparing for go live	Inspire North / DEV	**28/03**	**31/03**	Hard
Go Live! 🎉🎉	The most important bit, getting the site live!	Inspire North / DEV	**01/04**	**01/04**	Hard
Hypercare (optional)	A period of time after deployment of enhanced support	Inspire North / DEV	**02/04**	**04/04**	TBC

Project Overview

Inspire North and The Developer Society will work together to create a new site which encompasses the new Inspire North set-up. This is through combining content from other sources and introducing new features such as a tenancy portal, further scope can be reviewed below.

This project is broken up into two phases, one to be delivered at the beginning of April, and the second to shortly follow after.

Key Contacts

Name	Team	Contract Information
Ellie Rodwell	The Developer Society	ellie@dev.ngo
Stephen Hawkes	The Developer Society	steve@dev.ngo
Sinéad Cregan	LANDex	Sinead.Cregan@inspirenorth.co.uk

If at any time you can't get a hold of one of us, you can go directly to **studio@dev.ngo** which is our whole team contact address and someone will come back to you.

Key Details

- Budget: £30,000 - 34,000 + VAT
- Timeline: 1st April 2025 go live, Phase Two TBC

Key Links:

- [Trello board](#) ~ Used for management of the developer's and designers' time
- [Miro board](#) ~ Used for high level planning and discovery calls
- Scope Document ~ Outlining the deliverables for the project (TBC)

How we communicate with each other

Communication Tools

- Google Meet for virtual meetings and workshops.
- Microsoft Teams for day-to-day communication, sharing updates, and addressing queries promptly.

- Email for weekly summaries of project progress.

Collaboration Tools

- Google Docs for shared document collaboration.
- Miro for visual collaboration and virtual whiteboarding.
- Trello for task management, planning, and progress tracking.

Overview of Scope

TBC post Discovery calls

Project Dependencies

Our ongoing collaboration with Inspire North will be important during this project. We will need to be considerate of impact to changes we make and changes in priorities. We'll note down any dependencies here as we confirm scope and timelines within both project teams.

Information on Testing Processes at DEV

Testing Workflow
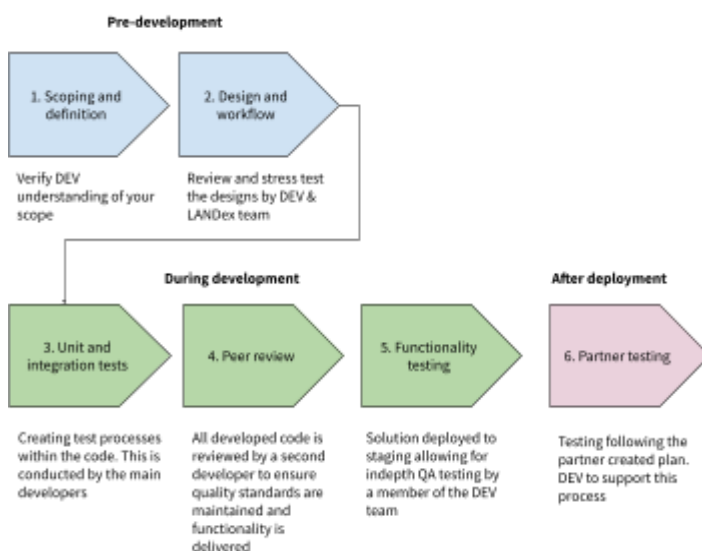
Unit and integration tests

This round of testing involves creating tests within the code by the developer. These make sure that for every piece of work that is submitted does not impact the wider functionality of the site and all continues to operate as intended. This testing is done by the main developer on the task.

Peer review testing

The main developer will submit their work on GitHub and request for our wider team to review it. This peer will check over the code and they will look to understand the task and functionality by following the task description captured (usually on our Trello cards). The second developer will ensure the code submitted works functionally and also that it meets the initial task at hand. If they are happy, they will approve the code. If they have ideas, suggestions and improvements, these get submitted as feedback and the original developer is tagged back in to review and improve the work submitted.

Functional Testing

This testing takes place after the peer review process has been completed, and the code merged to a demo database. Work is deployed to staging, then allocated back to the PM on the project to assign to our QA workflow.

Our QA workflow is as follows -
Step One -
- PM will assign QA capacity from Ops team
- This capacity will scale up and down depending on number of tasks available for testing
- The QA tester will test the development card from Trello. They will review the task description given and follow testing instructions provided by the development team.
- The QA tester will then go to the scoping document to verify the work completed against the confirmed scope. If they believe that the scope has been met, they will pass the Trello card as complete.
- If throughout this testing, any card fails, it will be returned to the original developer with feedback in order for them to action the improvements.
- Once the card has passed, the QA tester will assign the card back to the PM

Step Two -
- The PM will review the card and QA testing detail.
- The PM will sense check the information submitted by the QA tester, checking against anticipated task completion and checking against the scope that was signed off earlier in the process
- If required, the PM will assign back to the team for further development or they will prepare the work for partner handover

Step Three -
- Throughout functional testing, there will be a consistent member of the project team assigned to do regular reviews of the overall look and feel of the site.
- They will follow a set list of workflows that give an overview of the project.
- This is our stage of functional testing that sits outside of the detail and monitors the bigger picture to try and catch any regression in functionality before we hand it over for partner testing

Handover for partner testing

This is the moment that you are tagged back in to review the work we have deployed. Our handover process works by giving you a rundown of the functionality now available for you to test. We will support this with instructions on areas for testing.

Meeting Notes - TBC Post Meetings

Deployment and Launch Details

The exciting phase for sure!! We'll work together to gain a really clear understanding of what our teams need from each other for that all important launch moment.

Deployment Checklist

Proposed Launch Date: 01/04/25

People who have compiled this task list:

Project Maintenance Proposals		
Proposal	**Owner**	**Decision**
Hosting and ongoing maintenance - select from menu provided at the bottom of this document		
DNS domain control management If being managed by DEV, we will need login details		
Subscribe to Status Page		

Pre Launch Tasks		
Task Description	**Owner**	**Task Status**
Add Deployment Date to Alex Tomkins Calendar		
Define Period of Content Freeze		
Define Period of Content Migration		
Agree comms method for launch day		
Arrange required paid add ons (eg SMS credits)		
Notify affected known users of Launch Date		
Identify High Traffic Volume time pockets		
Define emergency rollback position		
Define cookies and analytics and confirm that cookie notice is implemented to fit		

Launch Day Tasks		
Task Description	**Owner**	**Task Status**
Move any payment integrations to LIVE		
Move any handshake URLs to LIVE		
Lorum ipsum checker		
Activate Google Analytics		
Cookie Pop Up		
Subscribe to Status Page		

Launch Day Checks		
Task Description	**Owner**	**Test Result**
Key User Journey Testing		
Test URLs (google, key words)		

DEV

Redirects from old URLs		
404 Error page		
Navigation Links		
Privacy Policy		
Check sharing links are working		

Cheat Guide:

Static Template	A static template in website development refers to a pre-designed web page structure that doesn't have the functionality in place. It typically consists of fixed content that is directly served to the user without any backend processing. This is used as a sign off point to make sure your designs become reality.
Testing and Feedback	During this phase, you will have access to your site and you will test the site vs the designs. This will be when you also test some functionality on the site too.