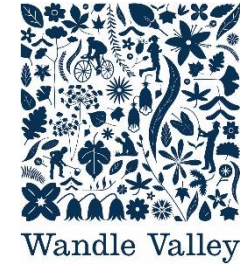


# Wandle Valley Regional Park Trust Web Site

## Management and Maintenance Plan – May 2018



## **Background**

The Trust has worked in partnership with the Living Wandle Team to plan, develop and deliver the new Wandle Valley Regional Park web pages and digital library. This work commenced in 2015 with Big Kid/ Cubiquity working as the lead consultant on the project.

The web site development has proven to be a fundamental tool for engagement with our visitors, partners and stakeholders who have used the site for reference and communication over the course of the LWLP programme.

The development of the site itself was used as a tool for engagement as we worked closely with the developers BigKid/Cubiquity to promote a Wandle Valley Photographic competition, to provide needed photographs and content for the pages. This work by the developers was provided pro bono to the value of around £5,000.

The current web site hosts the LWP digital library and it is this resource that will need to be carefully curated and maintained in the forthcoming years.

## **Site mechanics**

The site itself has been developed to be an easy to use tool for the user and as such employs a universally accepted software platform- WordPress.

The contract we hold with the developer and designer gives the Trust the commitment to annually update software on the site, ensure that we are protected from viruses and bugs and ensure the overall infrastructure works well. We are also covered in the agreement for the developer to support us with any issues we may have in relation to amendments and edits.

The site is hosted and contained by Big Kid/ Cubiquity and we also get support from our IT contractors Fast Systems who support the server for the web site.

The site is linked to Google Analytics to allow us to evaluate visitor numbers. It is also linked to our Twitter and Facebook pages

The web address is: [www.wandlevalleypark.co.uk](http://www.wandlevalleypark.co.uk)

## **WVRPT staff and volunteers**

Day to day content control and basic site development is handled by the WVRPT team and volunteers.

The staff members and volunteers require Word Press training with the site developers to provide skills and understanding on design, content uploads and tone of voice to keep the web pages consistent and coherent. This is supported by the branding guidelines we hold on our system and data protection policies we hold.



What needs to be maintained/managed?	What work is involved?	Who will do this?	When and how often?	What resources are required?	Value of this?	Proof of value and agreement from delivery partner
Annual web page software updates and general maintenance	Web page contractors updating software remotely	Cubiquity/Big Kid	Annually	Staff member	£1,440.00 x 10 years =£14,400	Confirmation letter from Trust
Annual hosting of web pages	NA	Cubiquity/Big Kid	Annually	Staff member	£600.00 x 10 years = £6,000	Confirmation letter from Trust
Regular content management	Regular content management	WVRPT staff	Monthly	Staff member	£75.00 x 0.5 per month – x 12 months- £900 x 10 years = £9,000	Confirmation letter from Trust
Regular content management	Regular content management	WVRPT volunteers	Monthly	Volunteers	£25.00 x 0.5 day per month x 12 months- £300 x 10 years = £3,000	Confirmation letter from Trust
Web pages standards	Word Press training for staff	WVRPT staff and volunteers	Annually	Access to training facility and trainer	£400 per year x 10 year £4,000	Confirmation letter from Trust
Server costs to support data storage on web site	Buying enough storage	Fast Systems	Annually	Maintaining subscription to server	£50 annually x 10 years £500	Confirmation letter from Trust
<b>Total expected value over ten years - £36,900</b>						

### **Managers and delivery organisations**

Web page management and Maintenance

#### **Big Kid/Cubiquity**

Gretlin Aumre

Bigkid Agency Ltd. Bourne House, 475 Godstone Road, Whyteleafe, Surrey CR3 0BL

Server storage

#### **Fast Systems Consultants Ltd**

Matt Gibbins

accounts@fastsystems.co.uk

VAT Registration No.: 722420672

Company Registration No. 3610157



LOTTERY FUNDED

