Action	Progress	Mar	
		Week 1	Week 2
Overall Progress	**28.01%**		
Camapign Planning	90%		
Getting it Right brief	100%		
RoOD	80%		
Brief crew and WM team	80%		
Articles	40%		
Herefordshire Now (HN) draft	100%		
HN review	100%		
HN amendments	100%		
HN sign off	100%		
Publish HN	0%		
Press release (PR) draft	0%		
PR review	0%		
PR amendments	0%		
PR sign off	0%		
Publish PR	0%		
Photography	29%		
Write brief for photographers to quote for the project	100%		
Send email to phtographers	100%		
Arrange meetings with phtographers to discuss project	100%		
Review quotes	100%		
Contact prefered phtographer	100%		
Write brief for photographer	100%		
Review brief	100%		
Amend brief	0%		
Send brief to phtographer	0%		
Arrange meetings with phtographers to discuss brief and set shoot date	0%		
Put out call for models/props/locations	0%		
Write call card and circulate	0%		
Shoot	0%		
Review Images	0%		
Create mock ups for online/offline channels	0%		
Review mock ups	0%		
Sign off	0%		
Agrippa Pannels	0%		
Arrange for Gardeners to do a site visit	0%		
Review quote & agree provisional instalation date	0%		
Mock up pannels	0%		
Review mock ups	0%		
Sign off	0%		
Agree instalation date	0%		
Send artwork	0%		
Install pannels	0%		
Advertising - online/offline	9%		
Draft social posts	80%		
Meet with digital to discuss idea and timelines	100%		
Review ideas	0%		
Add in images from phtographer	0%		
Sign off social media	0%		

Digital shedule posts	0%		
Social posts go out	0%		
Design paid for advertising on social	0%		
Review designs for paid for advertising	0%		
Sign off paid for advertising	0%		
Send to Digital to programme in	0%		
Paid for advertising runs	0%		
Radio adverts - write brief	0%		
Review radio brief	0%		
Send to Radio stations to quote	0%		
Review quotes	0%		
Allocate project to radio station	0%		
Review adverts	0%		
Sign off radio adverts	0%		
Air time	0%		
Review	0%		
Analytics	0%		
Report	0%		

-22		Apr-22				May-22		
Week 3	Week 4	Week 1	Week 2	Week 3	Week 4	Week 1	Week 2	Week 3

	Jun-22				Jul-22			
Week 4	**Week 1**	**Week 2**	**Week 3**	**Week 4**	**Week 1**	**Week 2**	**Week 3**	**Week 4**