

**Adroddiad i'r Grwp Rheolaeth Prosiect  
Report to Project Management Group**

**Martin Locock**

**1. Meetings attended**

23/3/04 Linking Arms meeting, London  
25/3/04 Project Board, Aberystwyth

**2. Staff**

One member of the team has been on extended sick-leave, and is hoping to return to work in early April.

**3. FLD creation**

Currently there are 427 records live on the website, of which 258 were created by the HMC/NLW Family and Estates project. The database currently holds 2,303 records. The access points include 3,148 corporate names, 1,122 places, 2,022 personal names and 527 subjects.

<b>Partner</b>	<b>Target no. FLDs</b>	<b>Live (FE in brackets)</b>	<b>To be checked by partner</b>	<b>To be checked by Project Manager</b>	<b>To be checked by Project Officer</b>
NLW	813	106	20	204	614
Anglesey	150	(5)	172	0	0
Carmarthenshire	272	(24)	0	275	0
<b>Conwy</b>	<b>27</b>	<b>37</b>	<b>0</b>	<b>0</b>	<b>0</b>
Ceredigion	77	(4)	114	0	0
Flintshire	137	(33)	0	179	0
Denbighshire	142	(27)	0	78	0
Glamorgan	649	(37)	95	99	0

The creation of records for Anglesey, Conwy, Carmarthenshire, Ceredigion and Flintshire is complete. Work on Denbighshire is nearly complete. Batches of records for NLW and Glamorgan have been submitted to partners for checking prior to going live, as have all of Anglesey's records, and 60 have been further edited by ANW and are awaiting approval to go live. ANW checking of Ceredigion records is complete. The selection of fonds for Gwent is being finalised.

**4. Software**

Revised web indexes and admin screens have been migrated to the live site. The admin area now offers identical functionality to the live site, but covers all records.

**5. Website**

## Adroddiad Cynnydd 15, Mawrth 2004 / Progress Report 15, March 2004

Period	English page hits	Welsh page hits	Total hits/month	User sessions	Average hits/session	Cumulative total hits	Cumulative total sessions	Unique users	Sessions/user
September	31,389	4,200	<b>35,589</b>	<b>1,555</b>	<b>22.9</b>	64,175	2,819	1,081	1.44
October	33,086	2,034	<b>35,120</b>	<b>1,853</b>	<b>19.0</b>	99,295	4,672	1,437	1.29
November	32,112	3,122	<b>35,234</b>	<b>2,357</b>	<b>14.9</b>	134,529	7,029	1,434	1.64
December	27,149	2,883	<b>30,032</b>	<b>2,359</b>	<b>12.7</b>	164,561	9,388	1,583	1.49
January	40,682	4,322	<b>45,004</b>	<b>3,156</b>	<b>14.3</b>	209,565	12,544	2,326	1.36
February	50,338	5,210	<b>55,548</b>	<b>2,952</b>	<b>18.8</b>	265,113	15,496	2,386	1.24
March	75,184	11,836	<b>87,020</b>	<b>4,561</b>	<b>19.1</b>	352,133	20,057	2,359	1.93

The web pages have been redesigned to reduce the number of option buttons, and now show the key options without scrolling down. All of the project background information is now reached through the *About ANW* option, with links between the separate pages. This redesign has borne fruit immediately by increasing the amount of feedback and by greatly-increased use of the Welsh-language pages (12% of users, 20% of sessions, 14% of hits).

### 6. Outreach and publicity

A talk to the students on the University of Wales Aberystwyth Archives Diploma course has been arranged for 21 April.

### 7. Budget and finance

#### Quarterly budget, January –March 2004

	Projected	Actual to date
<b>EXPENDITURE</b>		
Project Manager	8800	8800
Project Officers 1-4	23889	23889
Project Officer	5973	5815
Travel & Subsistence	2112	1294
Equipment	0	801.96
Software	0	
System Development	0	
ICT Support	313	
Administrative Support	325	
Training	1272	
Publicity & Marketing	0	
<b>INCOME</b>		
NLW	0	
Other partners	0	133.00
HLF Grant (74%)	29941	

The invoice for the workstation for Project office 5 has been received. Invoices have been sent for all contributions for 2003-4. The grant application for September 2003-March 2004 has been submitted.

**8. National meetings**

The Linking Arms meeting on 23/3/04 was attended; the main matters discussed were the partnership agreement, technical options for data handling by the portal, and user evaluation.

**9. Project Management Group and Project Board**

The next PMG will be a video conference on 11th May in NLW, Aberystwyth, and UWS, Swansea.

The next Project Board will be on 23rd July in Llandridnod Wells.