

Title	On wiki description	FDC reference	FDC milestones	WMUK KPIs if applicable	Budget	Lead	3 month target APRIL	6 month target JULY	9 month target OCTOBER	12 month target JANUARY
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Title	On wiki description	FDC reference	FDC milestones	WMUK KPIs if applicable.	Budget	Lead	3 month target APRIL Green on target Yellow some issues Red -serious issues to be reported to board	6 month target JULY	9 month target OCTOBER	12 month target JANUARY
International Programmes										
Toolserver	Supporting Wikimedia Toolserver, which is operated by Wikimedia Deutschland, throughout this	2.7	Supply a grant	Monitor their reports.	£10,000	CEO with Tech Committee	Negotiate plan with WMDE and pay. Reports on progress. See footnote ¹	Report from WMDE	Report from WMDE	Report from WMDE
Europeana mass upload tool project	Supporting the development of a Toolserver/MediaWiki extension that provides the facility to upload media files en masse.	2.7 Funding these activities directly	2.7 Grants to Toolserver and Europeana. Project grants to UK community for developing work	Monitor their reports	£60,000	CEO	Negotiate with Europeana and receive plan. Europeana team presented at GLAM WIKI 2013 conference. http://commons.wikimedia.org/wiki/Commons:GLAMToolset_project . http://commons.wikimedia.org/wiki/Commons:GLAMToolset_project#Sprints	Report from Europeana	Report from Europeana	Report from Europeana
General outreach				New WMUK volunteers and people reached.						
Volunteer development		3.1 Through member newsletters and targeted events 3.2 Whole team led by VSO 3.6 Building on work with Girl Geeks; Participating in Black History Month; Working with Wikimedian LGBT community	3.1 Five year target of 2,000 membership 3.2 To have six monthly members meetings in regions and regular wikimeets within 20 miles (32 km) of 90% of the population within five years 3.6 Use of VSO with community to identify opportunities and allocate volunteer and other resources to them	All community enquiries replied to within 24 hours with satisfactory responses within 72 hours. A monthly report on events with numbers. Member newsletter every month. Monthly approval of new members. Graph showing new members and renewals at monthly intervals. <i>Increase member participation in WMUK activities by?</i> <i>Increase number of volunteers by ...?</i> <i>There could be a stream here for 'general outreach' - increasing public awareness of Wikimedia projects, Wikimedia UK - this is</i>	£26,250	Katie Chan (VSO) KB, SB	* Volunteer Support Organiser (VSO) in place and being inducted to pick up suitable events as identified by Events Organiser - but developing volunteer base priority . * Distribution of 3 monthly newsletters * Liaison with WikiCon team to focus on regional recruitment * Membership audit completed and baseline for 'once a week' and 'once a month' established. * VSO working on wikimeets - attending 2-3, working on developing 1-2 more	* Membership increased by 30 to 300 members * Active volunteers increased by n (TBAgreed) * Members pages on Wiki rewritten * Join us link added at end of donation work flow * New members packs sent to new members and feedback sought * VSO working on wikimeets * VSO working on	* Membership increased by n (TBAgreed) * Active volunteers increased by n (TBAgreed) * Follow up members' survey * VSO working on wikimeets * Volunteer supported events developed - as led by Event Organiser	* Membership increased by n (TBAgreed) * Active volunteers increased by n (TBAgreed) * VSO supported Events Organiser in increasing volunteer participation in events and setting up events * Events evaluated * Wikimeets evaluated * Database of volunteers created and maintained

¹ There are 17 servers supported (<https://wiki.toolserver.org/view/Servers>). These are a "collaborative platform providing Unix hosting for various software tools written by and used for Wikimedia editors". Those functions include the ability to write programs in several programming languages that can have direct access to the Wikimedia databases, as well as web servers, database servers and mail servers that can be used for testing purposes. In addition a number of bots (accounts that make automated edits on Wikipedia and the other projects) are also run from the toolserver (https://wiki.toolserver.org/view/List_of_Wikimedia_bots) as well as 8 IRC bots that do useful jobs in our IRC channels. The Toolserver also contains a repository of all the source code written as well as version tracking and issue tracking software to facilitate multiple users working as a team on the same software.

There doesn't seem to be an overall list of all the "tools" but you can browse through <https://wiki.toolserver.org/view/Category:Tools> to see that there are a lot of them!

There are about 700 users who have toolserver accounts (<http://toolserver.org/~krinkle/TSUsers.php>).

"The Toolserver is operated by Wikimedia Deutschland e. V. with assistance from the Wikimedia Foundation, Inc. and supported by Wikimedia UK, Wikimedia Switzerland, Wikimedia Austria, Wikimedia Sweden." Doug Taylor 22.4.13.

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				<i>achieved by press work, AGM and other general public events.</i> The number of initiatives aimed at increasing the number of volunteers?				the 2013 AGM * Volunteer supported events developed - as led by Event Organiser		
Volunteer equipment	Equipment that volunteers and visitors can use when visiting the office or attending events.	1.8 Consult community on their needs and supply according to available budget. To increase volunteer access to essential and specialist equipment for loan.	1.8 Purchase requested equipment for use by volunteer pool	Equipment being used on regular basis and recorded.	£2,000	Katie Chan	* Consult with community and purchase equipment. * Wikipage created.	* Log use and report.	* Log use and report.	* Log use and report - summary of the year (RN).
Train the Trainers Programme http://uk.wikimedia.org/wiki/Special:PrefixIndex/Training_the_Trainers/	A programme of creating quality trainers.75%, support materials etc 25%. The Moodle Virtual Learning Environment consists of a separate £2K in the next section.	1.1 Two-day programme for up to 12 trainers feedback. and accreditation Then supporting editing workshop training events etc 4.4 Using staff and community resources to organise and deliver events and train new editors	1.1 "Edit Wikipedia" Workshops at Universities and Societies; "Edit Wikipedia" Workshops at other events; New editor training program 4.4 Organising joint events and building on-going relationships between the community and these institutions	Number of people trained to a satisfactory standard Number of sessions delivered by trained trainers	£19,420	Daria Cybulska and Toni Sant	* Key documentation (e.g. contracts) supporting the training programme in place (done) * Train the Trainer northern session delivered, at least 10 volunteers trained (done, 12 trained) * Commence review of scheme to date, projected to be conducted April/May. (JD leading - started)	* February training session evaluated * Relation with Midas evaluated - review of the scheme - DC, JD and Education Committee * Trained volunteers involved in events - at least 9 events by July (supported by VSO)	* Key documentation (e.g. contracts) supporting the training programme in place * Train the Trainer session delivered - IF deemed appropriate by the review, at least 10 volunteers trained	* by end of year 2-3 training sessions delivered, 15-30 new volunteers trained - IF deemed appropriate by the review to continue the program * Trainees received feedback and accreditation * TtT volunteers involved in at least 16 events in total * Monitor TtT engagement with training events - structures in place * Review of the first year of the programme finalised
Virtual Learning Environment http://uk.wikimedia.org/wiki/Category:VLE	A Virtual Learning Environment to support the learning and contractors able to deliver training packages to institutions was set up in 2012-13. This amount would maintain and develop it.	1.2 Employment of an experienced Wikipedian to write and test modules; hosting of moodle/wiki hybrid system on a WMUK server	1.2 First batch of "basic" modules online are evaluated; second batch of "advanced" modules trialled and online	VLE rolled out by appointed deadline (to be determined by Education Committee?) Number of people registered and using the system	£2,000	Stevie Benton	VLE development to continue. Should be ready for user testing. Developments approved by Education Committee to be in place. Updated progress report to be shared with Board.	User testing to be complete. Roll-out on a provisional basis. Refinements to continue. Ways of measuring effectiveness to be defined.	First batch of users to have completed the course. Feedback gained to guide future usage of the system.	Moodle being widely adopted by trainers to support trainees. System working well with good results. User survey to be conducted to inform future.
Outreach merchandise & publications	"Introduction to Wikipedia" booklets, mugs, and t-shirts, pin badges and Wikipedia cakes ect.	1.8; To increase volunteer access to materials supporting events (e.g. training brochures)	1.8 Purchase requested equipment for use by volunteer pool	Value for money checked when ordering All relevant events have merchandise available Usage monitored	£5,000	Daria Cybulska	* Order stock as needed (done) * Review the stock from 2012-13 (ongoing based on usage) * Start maintaining detailed records of the stock to improve management - (RN doing)	* Review the usage * Maintain records of stock * Postcard competition to be planned in conjunction with Wiki Loves Monuments.	* Order stock * Maintain records of stock	* In budget * Orders by DC and SB * Stock kept by RN * Review the usage by the end of the year - stock of good quality and relevant * New ideas from volunteers developed (DC and VSO)

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										* Materials efficiently distributed to events as requested (RN)
Wikipedia Cymraeg	A specific budget to support the work of Welsh Wikipedians especially those working in the Welsh Language.	1.3 Building on the success of Monmouth, make use of local volunteers to recruit more editors via events	1.3 Editing workshops in Welsh; community meetups in Wales	Number of active Wikipedians. Organisations with links established.	£10,000	CEO	* Discussions with Robin Owain regarding Wikimedian in Residence and coastal pathways project * Communication with the community in Wales * Robin Owain presenting the achievements at GLAM WIKI 2013 Conference	* Events delivered	* Events delivered	* Key GLAM organisations linked with * N material releases from GLAM institutions * Events evaluated
Extended Reach programme	To support outreach projects aimed at increasing participation in the Wikimedia movement especially amongst women, or involving any minority ethnic, LGBT, linguistic or other community in the UK, which might not otherwise be funded	1.4 Support targeted outreach projects 1.5 Our Events Organiser will seek out new locations where Wikimedians live and establish Meetups (copied over from Volunteer development: 3.6 Building on work with Girl Geeks; Participating in Black History Month; Working with Wikimedian LGBT community)	1.4 Girl Geeks workshops; Third age workshops; events targeted at minority groups 1.5 Meetups in south-west; in north-east; in Scotland with online and offline social events	Number of people taking part, new editors trained. Number of events. Follow up on their engagement. A monthly report collated from either filled in 'event organiser' feedback form or informal feedback from the volunteers	10,000	Daria Cybulska	* VSO inducted and working to support existing Meetups and supporting volunteers to establish new ones (done) * Extended Reach events planned by DC (2 events around International Women's Day delivered) * VSO to encourage and support the community in the organisation of Wiki Loves Monuments. Working group established (done)	* Black Cultural Archives WIR delivered * Contact with women-focused organisations established * Established relationship with relevant organisations and groups for WLM participation * 1-2 events delivered	* Girl Geeks workshop * Wiki Loves Monuments. Estimate 5,000 photos and 200 volunteers * Possible participation in the WMDE diversity conference * 2-3 further events delivered	* Events evaluated * Increased number of Meetups in a variety of locations (VSO)
Cultural sector (GLAM)										
GLAM organiser p/t	This will be a new part-time staff member, who will be responsible for supporting our GLAM programme.	2.1 To work with a large range of Galleries, Libraries, Archives, Museums and other similar organisations to bring the heritage and knowledge that they hold into the public domain. To involve more of the community in GLAM activities. To raise the profile of Wikimedia projects with the GLAM sector. <i>(number of projects completed; number of items released under free licence; number of new institutions involved)</i>	2.1 Specific collaborations with institutions; GLAM Conferences; GLAM Camp	Probation period passed successfully. As with the rest of the GLAM programme & conference (see below).	13,125 (on £12,500/year, starting 3 April)	CEO Daria Cybulska	* Person in post and inducted * 3 month plan created. * Supporting GLAM WIKI Conference 2013 delivery * Supporting DC in delivering GLAM WIR programme - maintaining relationship with 4 institutions. Reporting systems drafted.	* Supporting GLAM WIKI Conference - post event follow up. Overall feedback to reach 4 out of 5 from attendees. Steps to prevent criticism next time if possible. * Supporting DC in delivering GLAM WIR programme - review of the 4 first round of WIR. Preparation of documentation for the next 4 * Supporting 3-6 minor GLAM events * Looking at GLAM Committee/support * Successfully completed 3 month probation	* Supporting DC in delivering GLAM WIR programme * Supporting 2-4 minor GLAM events * If possible within budget plan a smaller scale GLAMcamp	* GLAM Committee continually supported * GLAM WIR programme evaluated - at least 8 organisations having had a WIR. Reports collated. * Cultural partnerships maintained and reported * Performing at a high level, able to proactively seek opportunities to extend our influence and identify programming activities

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Technical development to support cultural outreach (GLAM metrics)	See International section above.	2.7 Funding these activities directly	2.7 Grants to Toolserver and Europeana. Project grants to UK community for developing work		£5,000	CEO Daria Cybulska	Needs to be defined better			
GLAM Conference http://uk.wikimedia.org/wiki/GLAM-WIKI_2013	WMUK is keen to host another major international event in cooperation with the British Library.	2.6 By organising the conference with high quality speakers and sessions	2.6 Hosting international conference	Variety of speakers, strong and engaging programme. Sufficient attendance (100-150 delegates). High evaluation of the programme. High feedback. New contacts established.	£20,000	Daria Cybulska	* Conference organised and delivered (April 2013) with significant community input (done) * In budget (done) * Evaluated positively by attendees (results in progress)	* Follow up and review/evaluation of the conference - Overall feedback to reach 4 out of 5 from	* Maintaining contacts resulting from the conference - at least 3-4 new valuable contacts	* Plans for 2014
GLAM Outreach and Events	Extending the GLAM work through more local and national events. To include 2 local GLAMcamp-style events	2.1 Work with institutions where we have relationships Seek out new partnerships with more institutions; Use Conferences and 'GLAM Camps' to share good practice, to establish fresh contacts, to raise Wikimedia's profile in the sector	2.1 Specific collaborations with institutions; GLAM Conferences; GLAM Camp	Number of institutions, number of people attending activities, number of people remaining active after n months. All contact requests from cultural institutions answered.	£5,000	Daria Cybulska	* Events planned and prepared (done - ROH, Senate House, various from WIRs - NHM&SM and the BL) * Ongoing relationships supported (ongoing) * Programme supported by the GLAM Organiser led by DC (starting)	* 2-3 Events delivered (including events resulting from the work of the GLAM WIRs delivered) * Volunteers involved in delivery and planning if appropriate * Plans for a local GLAMcamp for organisations if possible (supported by GLAM Org.) * Further events planned	* 2-3 Events delivered (including events resulting from the work of the GLAM WIRs delivered) * Volunteers involved in delivery and planning if appropriate * Further events planned	* Events evaluated
GLAM Wikipedians in Residence	We have begun to part-fund Wikipedian in Residence positions	2.2 Finalise current discussions with The National Archives, Museums Galleries Scotland, and the Welsh GLAM sector to fund or part-fund WIRs. (For Scotland and Wales please see separate budget sections)	2.2 WIR at National Archives; WIR at Museums Galleries Scotland; WIR at a Welsh institution; at least one other WIR (For Scotland and Wales please see separate budget sections)	Number of institutions, number of people attending related activities, number of people remaining active after 3 months.	£30,000	CEO Daria Cybulska	* 3-4 initial GLAM organisations - agreements/documentation in place (done, NHM&SM, TWAM, NLS) * Recruitment carried out (done NHM&SM, TWAM; NLS doing) * 2-3 Events delivered (done - at NHM&SM)	* Review of the 3-4 tranche of residencies * Plans for the second tranche of residencies * 2-3 Events delivered, evaluated	* 2-3 Events delivered, evaluated	* Review of the programme; plans for 2014 * Practicalities of the WIR delivery supported by the GLAM Organiser, led by DC * Wide documentation written up to serve as future case studies, shared with wide Wikimedia community * Share good practice with other Chapters
GLAM Scotland	Establishing a full time WIR style post in Scotland.	2.4 We will fund, or jointly fund, a position to work with the Scottish Museums as Wikipedian in Residence	2.4 A Wikipedian in Residence appointed in Scotland; a programme of activities delivered	Number of people attending activities, number of people remaining active after 3 months.	£21,000	Daria Cybulska	* Talks with Galleries Museums Scotland resumed, contact established (the talks have been re-established but unclear if the program will go ahead. We will definitely work with National Library of Scotland on a	* Plans for the WIR agreed * High quality documentation in place. Recruitment in place	* WIR in place if the results of discussion favourable * 2-3 Events delivered	* Residency and events evaluated

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							WiR)			
Digitization	We will support the digitization and release under an open license of cultural content, particularly where this content will be used in Wikipedia and on Wikimedia Commons.	2.3 Build on past work where we will jointly fund digitization. We will seek out new partnerships to digitize more media, especially in Wales and Scotland where contacts already exist.	2.3 We aim to have 4,000 culturally significant media files uploaded to Wikimedia Commons per year	Number of images uploaded. Number accessed. Categorisation criteria.	£8,000	CEO/ Richard Symonds	High costs (specifically for TNA digitisation: £15/image). As a result, this budget line will probably overspend by £2000. Should we go ahead with this? Picturing Canada project has resulted in about 1,000 images uploaded to Commons as of mid-April.	* TNA digitisation project embarks onto the stage 2 of their image upload project (projected 667 images added)	* Images uploaded and used on Wikimedia projects, some press coverage generated	* Project evaluated, documentation written up
World Wars I and II project	Building on the achievements of 2012. There is strong interest from the Imperial War Museum in supporting a WiR specially to work on the WWI centenary events.	2.5 Work with JISC (The UK University information organisation) Continue to partner projects with the AHRC (University research funding council); Identify and engage 2 other major partner institutions	2.5 Engagement of 3 major partner institutions; Significant increase in number of GAs and FAs in the topic; Significant increase in number of media files in the topic	Work with at least three institutions. Number of people attending activities	£20,000	Richard Symonds	Have a plan and targets written out for WiR, and a good understanding of what the WiR will enable us to accomplish.	* WiR in place (May 2013) * Good relations with IWM	* Residency aims on track for achievement * At least one new FA and five new GAs generated as a result * 100 (ideally more) new images uploaded to Commons.	* All aims of the residency being achieved * Project evaluated, documentation written up * Ongoing relationship with IWM and at least two other organisations (eg WWI association)
Education										
Education organiser p/t	This will be a new part-time staff member, who will be responsible for organising our education programme.	4.4 To work with cultural and educational institutions to work on specialist projects that will reinforce the work of the movement	4.4 Using staff and community resources to organise and deliver events and train new editors	Probation period passed successfully. TBC once postholder is in place - metrics to be measured developed As with the rest of the Education programme (see below).	£13,125 (on £14.5K/year, starting mid March)	CEO Daria Cybulska	* Person in post * Post holder fully inducted - broad understanding of WMUK's work in education * Working on setting up the EduWiki Conference in October * Picking up leads and contacts for Education Outreach events. Growing network of enthusiastic supporters. Working on maintaining databases of contacts.	* Supporting Education Committee * Working on setting up the EduWiki Conference in Autumn * Setting up University Outreach events under lead from DC - at least 2-3 events * Successfully completed 3 month probation * Working on Expert Outreach events led by DC * Plans for Campus Ambassador training, wikisocs events	* Support the delivery of the EduWiki conference * Support the VLE, Train the Trainer, digital disruption / literacy work * Establish contacts with meaningful education sector institutions * Deliver 1-2 University Outreach events * Support of Jisc project if in post	*Performing at a high level, able to proactively seek opportunities to extend our influence and identify programming activities * Education Outreach events evaluated * Schools Conference evaluated * Good databases in place. * Case studies to be used in 2013-14 created
University outreach events	Includes Freshers Fair stalls, Campus Ambassador training events, and other activity with staff & students, including associated volunteer expenses.	4.3 Setting up wikisocs in UK universities creating a network of campus ambassadors for the community	4.3 Funding local volunteers to create University Wiki Societies. Employing interns to work from within the office to support such initiatives	Number of events that take place, number of people attracted and still engaged. Number of institutions collaborated with.	£8,000	Daria Cybulska Toni Sant	* Events planned and prepared (partly done. 3 Education workshops delivered by Martin Poulter supported from the office, Oxford University training event) * Programme supported by the Education Organiser led by DC (in progress)	* Joint projects to release content or involve students * 1-2 Events delivered - "Edit Wikipedia" Workshops at Universities and Societies	* 1-2 Events delivered * Further events planned * 2-3 Events around student fairs. * Stall at 1-2 conferences in education sector	* Education Organiser supported by DC delivering events * Events evaluated * Greater awareness of Wikipedia Education Projects

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								<ul style="list-style-type: none"> * Plans for Campus Ambassador training * Plans for supporting wikisocs * Presence at conferences and seminars * Further events planned 	<ul style="list-style-type: none"> * Education outreach mailing to promote our work * Presence at conferences and seminars 	
Education conference	We will run a two-day EDU-WIKI conference raising awareness of the educational possibilities of Wikipedia and developing Wikimedia UK's academic engagement.	4.2 A conference bringing together educators from the 3-18 age group with the UK Wikimedian community	4.2 By organising the conference with high quality speakers and sessions High evaluation of the programme - High feedback. New contacts established.	Variety of speakers, strong and engaging programme. Sufficient attendance (50-100 delegates).	£12,000	Daria Cybulska Toni Sant	<ul style="list-style-type: none"> * Plan for the conference created, a volunteer leader for the event identified if appropriate (in progress) * Support from the Education Organiser led by DC (in progress) * Input from the Education Committee (done) 	* Plans progressing	* Plans progressing/delivery	<ul style="list-style-type: none"> * Conference organised, delivered and evaluated * Follow up and review/evaluation of the conference - Overall feedback to reach 4 out of 5 from * Delivered in budget * Maintaining contacts resulting from the conference - at least 3-4 new valuable contacts * Plans for future events
Jisc post	Since beginning the budget we have the opportunity of what is in effect a Wikimedian in Residence with JISC	4.3 Working to develop links in the UK's university network with its students 4.4 To work with cultural and educational institutions that will reinforce the work of the movement	4.4 Using staff and community resources to organise and deliver events and train new editors		£15,000	Doug Taylor Daria Cybulska	<ul style="list-style-type: none"> * Project plan/ contract negotiated /recruitment start (done) Jisc plan	<ul style="list-style-type: none"> * Suitable Person in post * Activities/events organised and delivered 	* Activities/events organised and delivered	* Review of the project (projected to be finished in March 2014)
Grants programme										
Project grants	We will further expand our existing Microgrants and Macrogrants programme and support members of the community to propose initiatives they want to take forward.	1.6 Through our existing grants committee invite bids and evaluate them	1.6 Grants delivered with good monitoring of achievement	How to measure? Number of grants or amount of spend.	£20,000	Mike Peel	<ul style="list-style-type: none"> Picking up with better take-up VSO promoting them amongst community. 			
Travel grants	We will continue to provide financial support for individuals, from the UK and the rest of the world, to participate in Wikimedia event	1.7 Through our existing grants committee invite bids and evaluate them	1.7 Grants delivered with good monitoring of achievement	Budget allocated as per plan.	£20,000	Mike Peel	<ul style="list-style-type: none"> NL Hackathon 2013 Wikisym 2013 Wikimania 2013 - All allocated. 			

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Others										
WikiConference UK 2013 http://uk.wikimedia.org/wiki/WikiConference_UK_2013	Combining our Annual General Meeting with a series of presentations about the Wikimedia projects and chapter activities.	3.3 By early planning and consulting with community to create an event that attracts members 6.6 Annual Conference in May	3.3 Extending annual conference to two days within three years; At least 250 participants within three years. 6.6 Research and decide on a venue, and produce a programme in consultation with the UK community	Conference attracts at least 50 members Over feedback high, 4/5	£5,200	Daria Cybulska Katie Chan	* Supporting Conference Committee in organising the event (done) * Attractive programme being set up by the Conference Committee (in progress)	* Conference delivered, reviewed and evaluated - 8-9 June 2013. Feedback at 4 out of 5 overall * Programme engaging and relevant * Conference Committee involved in organisation and delivery * Programme having attracted at least 50 engaged Wikimedia UK members * Delivered in budget	* Any new members that attended engaged with the charity	* Plans for the 2014 AGM
Wikimania 2014 support	Initial financial support for a London bid	6.5 Through working with Events committee and bid team	6.5 Delivery of first stages of bid and delivery	For 2013, for London to win the bid for 2014 (?)	£2,000	CEO	Support in place awaiting decisions.			
Office										
Staffing			Spend to budget	All staff properly managed through regular 1:1's. up-to-date records and annual performance reviews and target setting.	316,684	CEO				
Communications		3.4 Using volunteers and user surveys to build a new website 3.5 Increase in high profile and smaller events accessible to wider participation 4.1 Working on joint bodies; Sharing platforms; Co-organising conferences etc. 4.6 Creating definitive database of contacts; Building persona relations with leading media commentators	3.4 Redesigning the WMUK web pages to encourage participation especially from new editors 3.5 Using the staff team and the community to develop the number and range of events 4.1 Working diplomatically to share information and resources 4.6 By using our communications manager and trained volunteers to offer reliable information and opinions to the UK media	All press enquiries responded to within 24 hours (including at weekends). Comments or statements prepared, circulated for approval (when required) and distributed within 36 hours (maximum) All requests for communications support (publications, press releases etc) from volunteers, trustees and staff are responded to within 24 hours (including weekends). Those requesting materials are involved in their preparation (if they wish to be). All monthly reports to be published and distributed by the end of the following month.	£33,447	CEO	*Review of communications strategy complete and further recommendations made (done) *Annual review to be near completion *Relationships with journalists developing (ongoing) * Donor and member newsletters continue to develop (with Fundraiser) (ongoing) *Support staff and volunteers with communications around their projects (done / ongoing) *Ongoing work: VLE improvements, digital disruption, potential events on Commons / for journalists etc *Media training programme to be completed (done) *Respond effectively to all media enquiries received (done / doing) *Work with office support to design improved public-facing wiki	*Annual review published before AGM, along with supplementary multimedia content *Continue to support staff and volunteers *Explore using more varied channels for communication, including more video and audio *Ongoing work to continue as before * Target more journalists and continue to build relationships and media influence. Become a contact of choice *Respond effectively to all media enquiries received *Work with office support to design	*Develop updated communications plan up until 2015, include setting targets and establishing metrics *Continue to support staff and volunteers with communications around their projects *Respond effectively to all media enquiries received	*Implementation of pcomms plan to 2015 *Develop campaign around annual fundraiser (with Fundraiser) *Continue to support staff and volunteers with communications around their projects *Black History Month, Ada Lovelace Day, and Open Access Week all take place in this quarter *Respond effectively to all media enquiries received

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								improved public-facing wiki		
Developer support	Contract to support IT needs.			<p>*Monthly progress meeting meetings held</p> <p>*Minutes of meetings on-wiki within 24 hours (48 if held on a weekend)</p> <p>*Timely resolution of actions agreed at progress and committee meetings, with no more than one successive meeting where action not substantially progressed, reassigned or agreed void.</p> <p>*Engagement of at least five individuals that are non-staff/Trustee in Technical Committee by end of financial year</p> <p>*Successful drafting of development strategy by end of financial year</p>	£50,000	Mike Peel Katherine Bavage	<p>*Inaugural meeting of Technical Committee and development of its remit in light of governance review</p> <p>*3 successful progress meetings</p> <p>*Migration of Civi CRM to new platform - This will now happen in May</p> <p>*Discussion of migration of donate.org to UK wiki</p> <p>*All administration and data handed over from Mike Peel - no more operational responsibility</p>	<p>*In person meeting of the Technical Committee and discussion of a draft 12 month strategy for development work, including staffing</p> <p>*Cost review of infrastructure arrangements</p> <p>*Installation of Gift aid and Smart Debit extensions</p> <p>*Successful migration to our domain</p> <p>*Seeking and securing representatives from external organisations on Tech Committee</p>	<p>*Further timely meeting of Tech Committee</p> <p>*Agreement following on-wiki drafting of a 12 month strategy for Development</p> <p>*If required - move to expand contracted arrangements to more permanent recruitment</p> <p>*If agreed - moving towards developing our own capacity to generate and redirect using QR codes</p> <p>*WMUK systems and network essential ISO compliant - consider certification</p>	<p>*Successful engagement of community with proposals for development projects</p> <p>*Initial considerations for proposals for development project work</p> <p>*Development of shortlisting process and looking at including funding in 2014/15 FDC grant application</p> <p>*Researching and considering capacity to apply for supporting grants/donations</p>
Office rent				On budget	£34,560	CEO				
Staff Travel	<p>This budget comprises an average of £750 per staff member. This is intended to cover:</p> <ul style="list-style-type: none"> Attendance for three staff members at Wikimania Attendance of the CEO at the annual Chapters meeting Visits for (2) staff members to the Wikimedia Foundations 			On budget	£9,000		<p>* Chapters meeting</p> <p>* Wikimedia Foundation visits</p> <p>* Daria visiting WMNL</p>	* Budgets for Wikimania	* Wikimania 2013	
Weekly reports				Completed at the end of each working week and published to Office		CEO	Published weekly.	Published weekly.	Published weekly.	Published weekly.
Staff Training				On budget	£3,000	CEO/RS	Each member of staff receiving individual learning support.	<p>Staff receiving training.</p> <p>Staff awayday.</p>	Staff receiving training.	Staff receiving training. - budget spent.
Office equipment and supplies				On budget	£14,000	CEO/RS	Spending to budget, staff equipped			

Title	On wiki description	FDC reference	FDC milestones	WMUK KPIs if applicable	Budget	Lead	3 month target APRIL	6 month target JULY	9 month target OCTOBER	12 month target JANUARY
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Governance										
Board costs		See project management below.	See project management below.	On budget	£16,000	CEO/RS				
Legal fees					£5,000	CEO/RS	Higher spend than sustainable if continues.			
Financial Management		5.2 Use prudent financing to build up reserves 5.3 Audits completely unqualified and following best practice 5.4 Clear audits and all data that is not commercially sensitive available to community	5.2 Reach Charity Commission's target of secure reserves 5.3 Working with our financial advisors to ensure compliance 5.4 Work with auditors and ensure staff receive continuing professional development to maintain their learning	Bank reconciliations completed by the 14th day of the following month. Cash and income reports completed in time for each board meeting, or within one week of a request by a trustee			Working to revise reporting format and consider reserves			
Project management	This will cover costs towards establishing a proper system of project and program management.	6.1 All meetings efficient and effective with clear decision making and follow-ups 6.2 Report to board and revisions to practice based on this 6.3 All Trustees to have received individual charity trustee training; Achieve PQASSO level 2 6.4 Monitoring and maintaining good practice in all policies and HR practice; Continuing positive working and management relationships in staff team 6.7 Use of good procedures ensuring value for money, sustainability and ethical and environmentally friendly practice	6.1 Continuing to use our management consultants to develop good practice 6.2 Through a shared independent report and working with our governance advisors to implement any changes to policy or practice indicated 6.3 Implementation of PQASSO programme 6.4 By continuing to follow best practice guidelines 6.7 By continuing to monitor and maintain our practices		£10,000	CEO/RS	PQASSO being worked on with Amida. Not much progress beyond establishing level 1 and working on gaps in level 2. The governance review has taken the spotlight. Not all trustees have received individual training. Overshadowed by governance review.	Appropriate training for trustees after AGM with revised induction pack.		
Accountancy fees	Accountancy fees cover the costs of our annual accounts and audit, quarterly management accounts and additional consultancy work			On budget	£9,000	CEO	Going to plan.			
Annual Report		3.3 Annual conference and creation of annual report	-	Report created on time and on budget	£3,000	Stevie Benton	*Work to continue on the content and planning of the report with community input *First draft to be nearing completion	*Final version (digital and print) to be completed and shared in time for AGM		*Begin planning the 2014 annual report / review, taking into account feedback received from the survey in Q2

Title	On wiki description	FDC reference	FDC milestones	WMUK KPIs if applicable	Budget	Lead	3 month target APRIL	6 month target JULY	9 month target OCTOBER	12 month target JANUARY
							*Multimedia content planned Unlikely to be ready for AGM.	*Survey to be conducted to inform the following year's review		
Insurance	Specialist data insurance and General insurance to ensure that all our staff, trustees and volunteers are properly protected while undertaking work for Wikimedia UK Any other insurance needs that may appear during the year			On budget	£3,200	CEO	Reviewing if we need patent insurance re QRpedia.			
Server	This is to cover all of the costs of moving to our own secure server, managed by the office			On budget	£2,000	Doug Taylor or Katherine Bavage	On budget and operating well,			
Fundraising costs	The costs of the fundraiser include many things.	5.1 Working with our fundraising manager to build activities that encourage donors to become active volunteers and editors	5.1 Donor newsletters and special events; Sustained increase in funds raised	Weekly (prefer daily/every 48 hours but see how we go in terms of whole workload) Can include numbers in monthly reports Ongoing - Requests to cancel and set up DDs should be done daily. More complex queries that touch on other issues (editing, inquiry into existing donation etc) within week. Aiming to produce every three months (dependent on responses to donor survey, results of late 2012 newsletters etc).	£28,405	Katherine Bavage	*Drafts of policies to cover key gaps - privacy policy in place, but complaints process still needed *Piloting sponsorship, payroll giving and grants work - this delayed. *Delivering first direct mail campaign - delayed, pending data cleanse *Successful delivery of 2 donor newsletters - one delivered, second in May pending discussions with WMF about shared donor contact *Conducted donor survey - first done *Run data cleanse - quotes being sought but not yet completed	*Absorbed lessons of donor survey into published communications strategy *Distributed email direct mail campaign using lessons learned from postal direct mail *Working to arrange and invite attendees to thank you donor event *Demonstrate 3 months of robust reconciliation processes *Successful delivery of 1 donor newsletter	*Have refined donor stewardship processes and corresponding guidance - hand over if possible *Building a repository of engaged donors stories for newsletters and other fundraising appeals *Delivering thank you donor event *Successful delivery of 1 donor newsletter *Liaising with donors and community to draw together appeals for banner testing	*Following up thank you event with meetings as appropriate *Making recommendations about Fundraising programme in 2014/15, including specialisation *Participating in 2013 Fundraiser, including direct email launch email and campaign close email, plus Jan 2014 postal direct mail (currently unbudgeted) *Successful delivery of 1 donor newsletter
Financial planning										
Contingency	This general contingency is to allow for other miscellaneous costs, and can be used to 'top up' individual budgets so that even if an individual project goes over, we do not slip into our reserves.			Not all spent.	£15,000	Board & CEO	Small amount spent within parameters.			
Reserves					£161k	CEO				

Title	On wiki description	FDC reference	FDC milestones	WMUK KPIs if applicable	Budget	Lead	3 month target APRIL	6 month target JULY	9 month target OCTOBER	12 month target JANUARY
Other										
	Working with other organisations.	4.5 Build bridges leading to shared activities for example with the Internet Watch Foundation to identify illegal content but protect the mainstream of our websites from malicious reporting.	4.5 Workshops with University of the Third Age; Special edit sessions for groups seeking to extend their knowledge onto Wikis			? - jointly	* Events planned and prepared * Digital disruption * Liaison with Open Rights Group	* Events delivered * Further events planned	* Events delivered * Further events planned	* Events evaluated
Trustee and community relations				All trustee and community enquiries replied to within 24 hours with satisfactory responses within 72 hours.		CEO				

