

SAMPLE DOCUMENT · ILLUSTRATIVE CONTENT

Monthly memo — June 2026

Fractional WordPress Tech Lead · sample retainer · 2 days / week

Client	Sample B2B SaaS	Period	June 2026
Cadence	2 days / week	Days used	8.0 / 8.0
On-call incidents	1 (resolved)	Memo date	2026-06-30

SHIPPED

- Migrated marketing site to a persistent object cache — TTFB 640 ms → 190 ms (p75).
- Cut the plugin stack 22 → 15; removed two overlapping form plugins.
- Shipped the pricing-page redesign; Lighthouse mobile 82 → 96.
- Added Lighthouse CI + axe to the deploy pipeline; PRs now blocked on regressions.

OPEN

- Headless blog spike — evaluating Next.js front-end against current gains (est. 2 days remaining).
- Editor training doc for the new block patterns (draft in review).

RISK

- **Medium** — Host PHP 8.1 reaches EOL Nov 2026. Plan the 8.3 upgrade next month; 3 plugins need version checks first.
- **Low** — One legacy shortcode plugin is unmaintained; scheduled for replacement in Q3.

DECISION NEEDED

- Approve the PHP 8.3 upgrade window (proposed: 2nd week of July, low-traffic Tuesday 07:00 UTC).
- Choose headless vs. stay-classic for the blog before the spike consumes more budget.

NEXT MONTH

- Execute the PHP 8.3 upgrade with staging rehearsal + rollback plan.
- Close the headless decision and either ship or archive the spike.
- Quarterly security review: users/roles, 2FA coverage, dependency audit.

HOURS LEDGER

AREA	DAYS
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Feature delivery	3.5
Performance & infra	2.0
CI / quality gates	1.0
Incident & on-call	0.5
Planning & review	1.0
Total	8.0

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