

Website go-live checklist

General



Website URL: _____

Client: _____

Website signed off using form [xxxxx] ☐

Client notified of go-liv date? ☐

Go-live date: _____

Hosting job for current year/next year set up on CRM? ☐

Job for site build on CRM? (Note JN here _____) ☐

Domain, server & emails



Domain controlled by: _____

Domain registrar: _____

Hosting website? ☐

- hosting account set up? ☐

- hosting account details on Clipperz? ☐

- hosting SLA supplied & signed-off? ☐

- nam servers changed? ☐

- DNS propagated? ☐

- Live site checked? ☐

Hosting emails? ☐

- email accounts supplied by client? ☐

- emails set up? ☐

- emails added to clipperz? ☐

- email credentials sent to client? ☐

SEO



Robots.txt set to allow access (WP in 'settings')

☐

Metadata

- WordPress:

Yoast installed and configured?

☐

- Joomla:

At least global meta set in Global Config?

☐

301 redirects required?

☐

Complete?

☐

Google

Oxygen setting up Analytics/WMT?

☐

Access to client Google account

☐

Set up new Google account

☐

Email for Google account

PW for Google account

Analytics installed

☐

Webmaster tools

☐

Site map

☐

Database



Details on Clipperz?

☐

Backup schedule set?

☐

Backup schedule checked?

☐

Administration



URL details on Clipperz?

☐

User details on Clipperz?

☐

Client given logins?

☐

Default plugins/components



Joomla

JC Editor?

☐

JCE Media Popup?

☐

RS Firewall?

☐

- Configured?

☐

Better Module Manager?

☐

jQuery Easy?

☐

WordPress

Better WP security?

☐

- Configured?

☐

Yoast?

☐

- Configured?

☐

Sucuri plugin?

☐

- Configured?

☐

Akismet?

☐

- Configured?

☐

Sucuri



Site added to Sucuri monitoring?

☐

If applicable, Sucuri WordPress plugin setup in Sucuri CP?

☐

Mopping up



All unnecessary files in public_html removed (esp. .zip site archive)?

☐

For Joomla - have the tmp and log files been moved and config updated?

☐

Training



Has client been trained?

☐

Client signed off training form [xxxx]?

☐