

## Website go-live checklist

### General



Website URL: \_\_\_\_\_

Client: \_\_\_\_\_

Website signed off using form [xxxxx]

Client notified of go-livestate?

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?

- namservers 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

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PW for Google account

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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 [xxxxx]?