

WEBSITE SERVICE CHECKLIST

HOW IS YOUR WEBSITE CONTENT DISPLAYED?

HOW ARE YOUR WEBSITE EDITORS SUPPORTED?

- New Website Launch
- Migration of Content
- Redirect Existing Pages
- ADA Accessibility Review Policy
- Website Traffic Analytics
- CMS Training
- Number of Website Editors
- Hours/Sessions Training Included
- Editing Assistance
- Types of Editor Roles
- Email/Phone/On Website/
Virtual Support Policies

- Navigation
- Search
- Archive Announcements
- Calendar
- Documents
- Images
- Directories
- Online Forms/Surveys
- Expiration of Content
- eNotification
- Link Validation
- User Interface & Design
- On-Page Design
- Mobile Responsive
- Redesign Policy



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WHAT IS THE WEBSITE FOUNDATION TECHNOLOGY?

Hosting

- Data Center Integrity
- Server Maintenance
- Server Backups
- Website Backups
- Disk Space Allocation

Website Security

- Firewall Set Up
- Uptime Monitoring
- Malware Scanning
- SSL Certificate Policy
- Online Form Spam Protection

Software Maintenance

- Immediate Priorities
- Scheduled Maintenance
- As Needed Updates

Content Management System (CMS)

- Front End Editing Capabilities
- Back End Editing Capabilities
- Page Version Storage
- SEO Capabilities

Domain Name/DNS

- Options for Domain Registrar
- .GOV Consulting
- DNS capability



WHAT ARE VENDOR QUALIFICATIONS?



Experience

Each website vendor is unique with its ability to provide a long lasting website presence.



Insurance

Protection against vendor mistakes