

# Web Site Basic Development Check List

Check All That Apply

## The Use Of This Web Site Is Primarily For:

- Personal     Business     Informational     Promotional     Ecommerce

Company Name: \_\_\_\_\_ Your Name: \_\_\_\_\_

### Design & Graphics

- 1. I have **company logos, artwork and specific colors** to provide that I want incorporated into the web site design.
- 2. I have a list of **related sites** from other companies that have design elements I would like to emulate (please list web URL's on back of page).
- 3. I have approximately \_\_\_\_\_ **photos or product images** (if applicable) I want to use on the web site.
- 4. I would like to incorporate the use of **animated graphics or Flash animation** on this site.
- 5. I would like to use **streaming video or audio** content on this web site or some other type of **multimedia** content.
- 6. I would like my brochures, business cards, letterhead, etc. to **match the web site design**.
- 7. I will be primarily **responsible for reviewing and approving** this web site design or... (see next)
- 8. Someone else will be primarily **responsible for reviewing and approving**. Name: \_\_\_\_\_

### Information & Content

- 9. I have both written and visual content for the site **prepared and available in digital format**.
- 10. I estimate that this site will have approximately \_\_\_\_\_ **pages** of content and approximately \_\_\_\_\_ **categories or sections**.
- 11. I have already researched and developed **key words** for internet search engines like Yahoo! & Google.
- 12. I have **proprietary rights and legal disclaimers** for this web site content (if necessary).
- 13. I will be **selling products or services** on this web page.  
\_\_\_\_ My products or service  
\_\_\_\_ Other products or service  
\_\_\_\_ Both
- 14. I need to have some content **converted to digital format** (scanned, typed, drawn, etc.)
- 15. I will be primarily **responsible for writing the content** of this site or... (see next)
- 16. Someone else will be primarily **responsible for writing the content**. Name: \_\_\_\_\_

### Programming & Deployment

- 17. I already have a **domain name** (or domain names) registered and available. **www.** \_\_\_\_\_
- 18. I already have a **web host** or will be hosting this site on **my own internet server**. **Hosting Company Name:** \_\_\_\_\_
- 19. I will be or have already submitted this web site URL to the major **internet search engines** like Yahoo! & Google.
- 20. I or another employee will be primarily responsible for **updates and maintenance**.
- 21. I estimate this site will need **changes, updates or additions**  
\_\_\_\_ Daily    \_\_\_\_ Weekly  
\_\_\_\_ Monthly    \_\_\_\_ Quarterly  
\_\_\_\_ Yearly    \_\_\_\_ Not Sure
- 22. I have specific **programming or database requirements** (PHP, ASP, SQL, etc.)
- 23. I will need **forms, shopping baskets or dynamic content** on this web site.
- 24. **The target date to launch this web site is:** \_\_\_\_\_