# Sample Checklists

## CMS website project

This is a sample checklist document to give ideas and show some best practices.

**Transition points:** Use natural transitions or pauses in your work to organize and implement your lists.

**Type:** Identify your list as a Do-confirm or Read-do type of list.

**Challenge/response:** Consider using challenge/response language for clarity.

## Webpage front-end checks
*Transition: Before closing ticket*

- ☐ **Print styles**….REPORT/RESOLVE legibility issues
- ☐ **Browser compatibility**….REPORT design/legibility issues
- ☐ **Accessibility checker**….RESOLVE violations
- ☐ **Run Lighthouse audit**….RESOLVE obvious issues
- ☐ **Validate HTML**…REPORT/RESOLVE errors
- ☐ **Validate CSS**…REPORT/RESOLVE errors
- ☐ **Check console log**…REPORT/RESOLVE errors
- ☐ **Navigate content with keyboard**…REPORT/RESOLVE inaccessible content
- ☐ **Simulate Images disabled**…REPORT legibility issues
- ☐ **Simulate Javascript disabled**……REPORT legibility/accessibility issues
- ☐ **Emulate vision deficiencies**…REPORT legibility issues
- ☐ **Emulate prefers-reduced-motion**…REPORT not reduced animations

## Webpage CMS checks
*Transition: Before closing ticket*

- ☐ **User images cropped and/or resize**….RESOLVE
- ☐ **Author given image size recommendations**….RESOLVE
- ☐ **Meta Title automated + overridable**….RESOLVE
- ☐ **Meta description automated + overridable**….RESOLVE
- ☐ **Open Graph image automated + overridable**….RESOLVE

## Design mockups checks
*Transition: Before delivery to development*

- ☐ **Type styles reference**
- ☐ **Color reference**
- ☐ **Buttons styles & states reference**
- ☐ **Favicon**
- ☐ **404 page**
- ☐ **Dark mode**

## Before go-live process
*Transition: Before go-live*

- ☐ **Check grammar mistakes**….RESOLVE/REPORT
- ☐ **Run link checker**…RESOLVE/REPORT broken links or errors
- ☐ **Run accessibility crawler**…REPORT violations
- ☐ **Load XML Sitemap**…CHECKED

## AFter go-live process
*Transition: After go-live*

- ☐ **Run Link checker**…RESOLVE/REPORT 404/500 errors
- ☐ **Review 404 error log**…CREATE redirects as needed
- ☐ **Review server error logs**… REPORT all errors
- ☐ **Submit XML sitemap to Google**… CONFIRM