

TECHNOLOGY/ELECTRONICS WEBSITE CREATION CHECKLIST

- Determine web site purpose
- Determine web site general content and scope
- Determine special web site needs based on purpose (shopping cart, blog, database)
- Determine web site theme and color palette
- Define responsibilities and assign if others involved
- Identify a webmaster or technical person (outsource or self)
- Pick Domain names and determine which ones are available
- Research hosting companies – compare the following features
 - Domain Name registration included
 - Disk Space/Page limitation
 - Bandwidth (pages views per month)
 - Editing tools (templates, HTML editor, Front Page available)
 - Website tools (guestbook, forum, hit counter)
 - Scripting languages allowed (i.e. Perl, PHP, asp, Front Page extensions)
 - Email accounts/ email storage space
 - Email forwarding
 - Support – telephone, email, etc
 - Backups
 - Reliability
 - Operating System (relates to scripting language)
 - FTP accounts
 - Business Tools available (i.e. website traffic analysis, search engine submit)
 - E-commerce tools (shopping cart, blog, graphics management, file uploads, e-newsletters)
 - SSL (certificates for secure ordering)
 - Yearly contract or month to month
 - Money back guarantee
 - Forms allowed (see scripting language)
 - Database needs and which vendor (MS SQL, Access, MySQL, etc)
- Register domain name/Select a hosting company
- Create a logo
- Select a website template
- Create a Contact Us email address
- Determine web site navigation
- Create a Privacy Policy (if you collect user information)
- Create a Disclaimer
- Create Terms and Policies
- Create a Header and a Footer
- Add content to website
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