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## Web Client Checklist

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[ ] **Complete the Departmental Web site Survey (WebSurvey.pdf).**

- When completing the form, obtain the opinions of department stake holders (dept head, section heads, communications team, content contributors, technical experts, etc.).
- Complete only ONE form per department.
- If any sub units will be included in this process, DO complete a separate survey for sub units (for example, if a college and its academic departments will be coordinating site redesigns, the college and each academic unit should complete separate surveys).
- Complete as much of the form as possible. University Relations cannot begin a project without the information gathered via the survey.

[ ] **When the assessment is complete, schedule an initial consult with University Relations.**

- Bring the survey to the meeting. Be prepared to discuss the survey.
- At this meeting University Relations will give you an overview of the Web Content Management System (Rhythmyx) and will explain the standard web production process we utilize.
- At the conclusion of this meeting, we will determine next steps with you (this will vary depending on the review of the Web Survey and what you learn about the WCMS).

[ ] **Conduct a site audit; begin organizing site content.**

- University Relations can provide you with a sample outline (**WebSampleOutline.doc**) which may help you begin this process.
- This information is not due at the initial consult meeting with University Relations. However, this information will be **due very early in the production process** and it is a good idea to begin organizing this information as soon as possible.