Kentico Site Delivery Checklist v1.1

Project Name:

Date:

Checklist Owner:

UI Admin Checks

☐ Customize dashboard and applications list

☐ Roles and permissions set up correctly

☐ Page Types child items configured

☐ Workflow / Versioning enabled

☐ Resize image on upload

☐ Making sure image fields have an Alt text option

☐ Build all Smart Search indexes that are needed across site

☐ Clean up the content tree and remove any unwanted items

☐ Page type icons added

☐ Forms test data removed

☐ Form Layouts tested and made easy to use

☐ Clean up templates and widgets the client can select / use

☐ Kentico Editor personalized and the output styling configured e.g. Bullet point lists, superscript etc…

☐ Set correct UI Culture for the users

☐ Remove unwanted UI Cultures from Kentico list

☐ Make sure all templates, webparts etc… are organised into the client name folders

☐ Add the site codename correctly at the start of the project

☐ Keep an eye on the Event Log during development to fix any issues before the site goes live

☐ Update all default email addresses and sample content provided by Kentico

☐ SMTP Server configured and working

☐ Consider adding the latest hot fix (remember this may require you to retest the site)

☐ Make sure you have Kentico licenses for all environments

☐ Created Resource Strings where necessary

☐ Demo the site to the client

☐ Make sure the Auto Posting to Social Media option is set up e.g. Twitter App / Channel

☐ Make sure web farms are set up correctly

☐ Configure scheduled tasks to be executed on every server of a web farm

EMS Checks

☐ Set-up Widgets where you can?

☐ Turned on/enabled Online Marketing options?

☐ Enabled A/B Testing and MVT option

☐ Enabled Content Personalization option

☐ Thought about tracking conversions, if so use the conversion form control field

☐ Mapped Form fields to allow for contacts within Kentico

☐ Added any custom fields for contact mapping

☐ Marketing Automation works and doesn't give a Windows Server error

Front End Checks

☐ Image optimisation

☐ Store in Filesystem

☐ Upload size of images

☐ Store files elsewhere

- Images – using CDN
- Videos – using Video provider e.g. on Youtube

☐ GZIP / output compression

☐ JavaScript minification

☐ CSS minification

☐ Reduce number of HTTP Requests

- ☐ Place JavaScript file at the bottom of the page
- ☐ Add favicon
- ☐ Create Responsive website

IIS Checks

- ☐ Configure IIS Compression
- ☐ Set Application Pool Idle Time-out (minutes) to 0
- ☐ Configure IIS 7 Output Caching

URLs & SEO Checks

- ☐ Run Google PageSpeed Insights or other applications to help with this
- ☐ Configure Robots.txt
- ☐ Configure GoogleSiteMap.xml to allow the custom page types
- ☐ Kentico SEO Settings
- ☐ Add metadata
- ☐ 301 URL Redirects
- ☐ Convert URLs to lowercase
- ☐ Allowed URL extensions
- ☐ Page not found / 404 page
- ☐ Add on Analytics tracking for live site
- ☐ Format HTML structures and syntax to standards
- ☐ Use Structured Data e.g. Schema.org
- ☐ Social Sharing metadata

Performance Checks

- ☐ Kentico settings / documentation for speeding up the website
- ☐ Web part performance best practice (e.g. columns, disabling View State, Macros if not used etc…)
- ☐ Only render what is required for that section not unrequired items (e.g. non mandatory fields markup showing up)
- ☐ Use the SQL Debugger (remember to switch it off on live)

☐ Use the KInspector and fix major outcomes

☐ Stress Testing / Concurrent Testing

☐ Consider if storing files in Database is required, switch off if not

☐ Disable debugging

☐ Disable unused Scheduled Tasks (KInspector can help identify this)

☐ Enable Scheduled Task 'Clean unused memory'

☐ Remove unnecessary file calls

☐ Split Online Marketing Database

Caching Checks

☐ Use Output Caching for if the whole page can be cached

☐ Use Partial Caching if the whole page does not need to be cached

Testing Checks

☐ Kentico validation (HTML, CSS, Link Checker and Accessibility)

☐ JS Unit Testing

☐ .Net Unit Testing

☐ Selenium test

Security Checks

☐ SSL on site

☐ Penetration Testing

☐ Follow OWASP Top 10 Security Vulnerabilities

☐ Make sure all passwords are not blank

☐ Enforce password policy

Status Updates Checks

☐ Check sites (UpTends, Uptime Robot, StatusCake, Pingdom etc…)

Training / Documentation Checks

☐ Perform training with the client

☐ Create documentation for the client to manage the site