New Web Site Checklist
(Client)

Purpose

The purpose of this checklist is to identify client requirements for the development of a new Web Site.

Checklist

Website Name: _____ **Due Date:**_____

Project Officer: _____

1. Definition of Topic (Purpose):

_____
_____
_____
_____
_____

2. Expectations (Web Favorites):

_____
_____
_____

3. Target Audience:

_____
_____
_____
_____
_____

4. Timeline: _____

5. Site Features (e.g., Forms, Applications, Searches, Database):

_____
_____
_____
_____

6. URL Name:

_____

7. Site Size and format:

_____
_____

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8. Logos, graphics:

_____
_____

9. E-commerce. Listserv, Newsletter, etc:

_____
_____
_____

10. Clearinghouse, Chat Room:

_____
_____