

PRE – DEVELOPMENT CHECKLIST

1.	Request new folder access with system admin and the folder name should be in the name of project. Make sure the project manager and assigned developer only have access to this folder.	<input type="checkbox"/>
2.	Gather all the required information before starting any project. This could be any communication or any information provided from client. And create a single word document for it so that any new developer can understand about project.	<input type="checkbox"/>
3.	Create one notepad file for credentials like live site details, reference site details, Admin details, FTP details, cPanel details and DB details.	<input type="checkbox"/>
4.	Download the latest source of WordPress and setup it to our development environment or directly to the client's demo server. Varies according to the project.	<input type="checkbox"/>
5.	During the CMS setup, please don't give standard prefix like wp_. Change it to appropriate project name.	<input type="checkbox"/>
6.	Choose strong username and password for the admin other than admin. Don't forget to copy this username and password to the Credentials.txt	<input type="checkbox"/>
7.	Disable the crawler from back end.	<input type="checkbox"/>
8.	If site will be setup directly on client's server, please enable the site offline mode.	<input type="checkbox"/>
9.	Change the site title from back end to site's real title, and remove sub title if not necessary.	<input type="checkbox"/>
10.	Delete sample config file from the folder.	<input type="checkbox"/>

WORDPRESS DEVELOPMENT STANDARDS

1.	If you are creating any new theme or using any template, then new template must be named with client's project name. Go through whole theme, and change all the identity of theme to client's identity. If you do not have sufficient details for it, immediately inform Project manager.	<input type="checkbox"/>
2.	Remove unnecessary demo data from the site.	<input type="checkbox"/>
3.	Try to minimize the use of number of CSS and JS file. Make sure there should be only one jQuery files should be loading.	<input type="checkbox"/>
4.	Create menu structure same like sitemap provided from client.	<input type="checkbox"/>
5.	Create CSS files that are well-commented, clearly broken into sections and organized in a logical order following the page display order (body, header, navigation, content, row, sidebar, footer, etc.)	<input type="checkbox"/>
6.	Avoid to use inline CSS and JS.	<input type="checkbox"/>
7.	Load js after css.	<input type="checkbox"/>
8.	set all external links to target="_blank"	<input type="checkbox"/>
9.	use Dashboard » Appearance » Header for header logo file can be added as an image. Link logo to home page.	<input type="checkbox"/>
10.	Setup favicon	<input type="checkbox"/>
11.	Use the fonts that are in the PSD files we receive (if premium fonts are required they need to be purchased by Agency and provided before development starts). use Open Sans from Google Fonts in situations where clear direction about fonts are not provided	<input type="checkbox"/>
12.	Put your comments in custom code did by you.	<input type="checkbox"/>
13.	Make sure all the titles of pages written in <h1> tag and subtitle in <h2> tag.	<input type="checkbox"/>
14.	Please compress the images before use. And if there are number of small images like icons, than use sprite. Also if any design element can be possible using css3 and html5, than avoid use of image. Like gradient, border shadow	<input type="checkbox"/>

	etc.	
15.	Please use alt tag and give proper name to images.	<input type="checkbox"/>
16.	Disable user comments section for whole website until and unless it is not required.	<input type="checkbox"/>
17.	Please register new image dimension in function.php if you find them in design. Every place throughout the site should load the same dimension image as per design's dimension. Don't forget to provide dimension to the img tag.	<input type="checkbox"/>
18.	If there are multiple sidebar needed, please register new sidebar in function.php	<input type="checkbox"/>
19.	Never ever edit the code of any core files of WordPress.	<input type="checkbox"/>
20.	Don't edit the plugin files, if there is any case for which customization needed, in that case try to extend its functionality using hooks if available. But if not available, and customization needed compulsory, in that case create a notepad file of changes did for that specific file.	<input type="checkbox"/>
21.	Every database queries should be created using wp-query.	<input type="checkbox"/>
22.	For the page with different layout, create new template file with proper template name to identify easily.	<input type="checkbox"/>
23.	Make sure there is no console error due to js.	<input type="checkbox"/>
24.	Validate the final theme using http://themecheck.org/	<input type="checkbox"/>
25.	Html5 verification and w3c compatible (you can check it from online tools like validaot.w3.org)	<input type="checkbox"/>
26.	Create 404 page if not available.	<input type="checkbox"/>
27.	Please create separate thank you page after any form page.	<input type="checkbox"/>

BEFORE/AFTER DEPLOYMENT CARE

1.	Make all the links SEO friendly.	<input type="checkbox"/>
2.	Make sure all the links are working. There should not be any 404 error.	<input type="checkbox"/>
3.	Make sure every page looks and works exactly like it should be	<input type="checkbox"/>
4.	Testing of all the forms with different techniques	<input type="checkbox"/>
5.	Testing of emails and after testing, place the final email id of client.	<input type="checkbox"/>
6.	Remove un-necessary files from the folders.	<input type="checkbox"/>
7.	Make sure Favicon is applied. If you do not have it, just immediately get from project manager.	<input type="checkbox"/>
8.	Cross Browser and responsive testing and generate report and place it in testing folder as defined at start. Browsers are all IE8+, Safari 7+, chrome 40+, Mozilla Firefox 31+, Opera	<input type="checkbox"/>
9.	Check wp-config.php file permissions. Set it to 644, or much better to 444	<input type="checkbox"/>
10.	Make sure site does not have Canonical Issue - by telling search engines the sites preferred URL by applying rel="canonical" href="http://www.preferredurl.com.au" to the preferred version.	<input type="checkbox"/>
11.	Check the spelling on all the places except content area.	<input type="checkbox"/>
12.	Install backup plugin and take backup of whole site and database and put this to source folder.	<input type="checkbox"/>
13.	Change admin URL by installing plugin https://wordpress.org/plugins/wps-hide-login/	<input type="checkbox"/>
14.	Change username and password to strong one.	<input type="checkbox"/>
15.	Install Securi or Wordefence plugin and configure the security stuffs.	<input type="checkbox"/>
16.	If site is offline, make it online.	<input type="checkbox"/>

17.	Workout on page speed by checking the site on gtmetrix.com Try to get maximum page speed.	<input type="checkbox"/>
18.	During the development, if there is any update for WordPress or plugin is available, than update them before deployment.	<input type="checkbox"/>
19.	After making the site on live domain, enable the search engine crawling, and create the sitemap from google.	<input type="checkbox"/>
20	Integrate Google analytics code provided by client.	<input type="checkbox"/>