

Business / Product Owner				
Question/Issue	Urgency	Assigned To	Due Date	Comments/Notes
Are there any outstanding payments or invoices?	Urgent			<i>Double check to whom gets the invoices and where they are sent.</i>
Who has permission to log in? And should they still have permission?				<i>Be careful not to delete content when deleting users.</i>
Google Analytics - does the website have it?				<i>If so, who owns the account?</i>
Who built the website?				<i>Do you still have a contract with them? What are they providing you with now or what can they do for you in the future?</i>
Documentation - does it exist?				<i>If so, where is it?</i>
What is the purpose of the website? Is it meeting your goals?				<i>If you do not have goals, make them, and make them SMART.</i>
Who is your target audience?				<i>Who are you aiming to reach? (relates to your goals)</i>
Who is your closest competitor or peer?				<i>(relates to your goals)</i>