

Content / Design				
Question/Issue	Urgency	Assigned To	Due Date	Comments/Notes
UI elements - are there any broken elements which will cause a user to not be able to use the site?	Urgent			
Are contact emails still going to the old site owner's email address?	Urgent			<i>Make sure you're not missing out on messages. Consider using an account that is not tied to a person to make transfers/ownership assignments easier.</i>
Is the content accurate and up-to-date?				
Do you have an editorial calendar for your website?				<i>Is there an upcoming deadline posted on a page that is in the past?</i>
Is there a site map or content inventory?				<i>Are there any orphaned pages that you're not aware of?</i>
Does the website work on tablets and phones?				
Is it accessible? Remember to include all abilities as visitors to your website.				<i>What are your organizations accessibility requirements?</i>
Do the links work?				<i>Not just function, but actually go to the correct web addresses.</i>
Is there a process for content contributors to create new content, stage it, get it approved, revised, etc?				
Editing interface - can editors easily update it?				
Does the UI and design meet the business goals?				<i>(See Business/Product owner)</i>