

The Sitemason Launch Checklist is a set of common requirements for launching a website. It includes basic project details, but more importantly, a list of necessary considerations for launch including email, DNS, domain registration, and go-live details.

Project Information

Project Details

Project Name →

Domain →

Date Started →

Customer # →

Link to Project Management Software →

Project Checklist

- The primary contact for the project is →
- The customer is setup to be billed
- The project is setup in Project Management Software
- Signed Agreement. If not, agreement is outlined as →
- The site should be live by date →
- A training document has been created for management of this site

Go Live Checklist

Domain Registration

- Already Registered in Network Solutions Partner Portal
 - Domain is setup to be billed w/ Auto-renew On
- Using Other Registrar
- Transferring to Network Solutions Partner Portal
 - Date set for domain transfer request →
 - Domain Protection is OFF
 - EPP / Transfer codes →
 - Auto-renew On
 - Added in billing
 - Transfer completed

Email Hosting

- Email hosted by Rackspace
 - Date of email migration has been set to →
 - All Mailboxes and Aliases have been set up
 - MX Records have been updated for new email hosting
- Customer is responsible for hosting email

DNS Hosting

- Sitemason will host DNS
 - DNS hosting setup
Name Servers: ns1.sitemason.com / ns2.sitemason.com
- Customer is responsible for hosting DNS
Hosting: WWW Record > web.sitemasonhost.com. / Domain Record > 174.129.247.223
MX Records: (10 mx1.emailsrvr.com / 20 mx2.emailsrvr.com)

Redirects

- Redirects are required for this site
 - Client has provided list of redirects
 - Redirects added to Sitemason
- No Redirects are needed

Connections

- Google Analytics with UID →

Site Go Live

- Date set for going live →
- Developer has set template to Live URL
- DNS is setup and pointing to the appropriate records
- LIVE!**

Key: (copy to replace empty check when completed)