# Faculty website checklist

To ensure quality and for documentation purposes, every faculty website in Cascade CMS shall be checked by the developer for the following:

Please check or highlight items as they are completed.

* Is there a work order for this faculty website?
* Does it publish?
* Check for duplicates in index list at faculty.tamuc.edu
* Is “include when indexing” checked in Edit tab of site folder?
* Is the client listed in Cascade’s access tab?
* Does the client have write access assigned in Cascade?
* Does it pass accessibility check?
* Checked for broken or outdated links?
* All tamu-commerce.edu domains changed to tamuc.edu?
* All breeze.tamu-commerce.edu changed to connect.tamuc.edu?
* Images and graphics on all pages should be located in that faculty website’s folder. For example, the source of an image on a page for Dr. ABC should not go to the images folder in Dr. XYZ’s folder.
* Did you check the website in IE, Firefox and Chrome?
* Are files organized into subfolders? For example, /images, /documents, etc.
* Are Photoshop source files available?
* Old, unused or not needed files removed?
* If there is an FTP version of the site, it should be archived to disable any default files such as index.html, or default.asp.

**Faculty client:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Website URL**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Ticket number**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date completed**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Client contacted and satisfied upon completion**: YES | NO

Signed off by developer:

**Signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_