Web Project Checklist

Needed for All Projects:

- Project title – meaningful description; no acronyms.
- Project requestor – please be sure your name appears on the project request form before submitting.
- Project sponsor – person responsible for project approval if different than project requestor.
- Purpose – why the project is needed.
- Audience – who will be impacted by the project.
- Project deliverable – i.e. postcard to be mailed to potential students; posters to be displayed on bulletin boards on campus.
- Approved copy/text – copy that is as close to final form as possible and has project sponsor approval.

Web

Problem Report:
- URL of Page with Issue.
- Upload a Screenshot.
- Text of Error Message (if applicable).
- Browser Type.
- Device Type.
- Text Description of Issue.

Web Request:

Existing URL
- URL of Page.
- File Upload.
- Text Description of Request.

New URL:
- Vanity URL.
- Page Content.
- E-mail for Contact Forms.
- File Upload.
- Text Description of Request.

E-mail Template:
- Title of Email.
- Body Content.
- Choose Your Mail Client: Virtual Response, Constant Contact, Mailchimp, Outlook, Other (please specify).
- File Upload.