PATHFINDERS

REVIEWING YOUR NEW WEBSITE!

The launch date for your new website is certainly looming at this point in the project. Reviewing your site in a very short period of time may seem daunting. Below is a quick reference guide to help you prioritize.

REVIEW CHECKLIST

☑ Give reviewers on your team a clear deadline for sending feedback/changes.

☑ Check product areas closely and check for accuracy/placement of content and images.

☑ Test special features and functionality closely – do they work as you would expect?

☑ Test all lead generation forms. Are the appropriate recipients (or systems) receiving the data?

☑ Spend plenty of time reviewing the home page and higher profile/key pages.

☑ Checkout how your website looks on your mobile phone vs. desktop. There will be differences.

☑ If you still owe Pathfinders content, get that to us ASAP.

HOW TO SEND CHANGES BACK TO PATHFINDERS

We will accept changes any way that is easiest for you: email, spreadsheet, Word doc are typical methods:

☑ Consolidate all team feedback

☑ Include page URL(s)

☑ Reference the content section that is changing (E.g, Home page > "Who we are" content area)

☑ Description of the change

☑ Include/attach the text or photo that needs to be changed

☑ Screenshots are usually very helpful

WHAT WE DON'T EXPECT YOU TO DO

We do not expect your team to spend time identifying browser and device issues.
Pathfinders' digital team has been (and are actively) identifying issues and conducting cross-browser/device testing, per your development SOW. Once we have concluded our quality assurance and testing checks, which typically continues for a couple days post-launch, we will let you know. At that point, if your team spots an issue, please report it by providing us: **browser/version, screenshot and device** information. We must be able to recreate the issue in order to troubleshoot it. Any information that will help us is appropriate to send.

WHAT TO AVOID

- Added functionality/features that were not included in the SOW/wireframes
- Creative/visual changes that were not in the original layouts/mockups
- Changes to menus/site structure, such as adding new pages/sections or content areas
- Changes that are subjective in nature (E.g., sales director dislikes green, make that orange)

If there are changes that may be considered enhancements or out of scope, let's revisit those post-launch and discuss in more detail, if at all possible.