√ Web Audit Form Worksheet

Questions
  Notes

1. Who is responsible for setting up and maintaining the Website? If only one person can set up a Website, be sure to build time into the schedule. Anticipate changes and corrections.	
2. Are there style guidelines? Ask about the specifications or recommendations for menu depth, page length, fonts, and using the corporate logo.	
3. Who is responsible for legal issues such as copyright, trademarks, and libel? Does the corporate counsel approve Web pages? If there is no legal counsel, ask about internal review teams.	
4. Are there restrictions regarding inclusion of plug-ins, helper applications, downloading client software, creating ports, or processing forms? Programs of this type tax a server and require extra bandwidth if the WBT program will be accessed a great deal. They can also compromise network security.	
5. Is server disk space limited? Image and video files can take up a great deal of space.	