tentwenty*
websites, webshops & e-marketing

Website Development Checklist

A. Pre Development

1. **All access required by the development team are in place and provided by the design team**
   i. Figma link access
   ii. Fonts
   iii. Video animation - not shared by designer
   iv. Animation References - not shared by designer
   v. Style guide
   vi. Block representation in mobile for all the pages

2. **Functionalities are finalized after the project kickoff.**
   i. Functionality, relationship between pages (if any, especially if pages are connected to one another), and all the sections are discussed and clearly defined.
   ii. Notes created after the kickoff are constantly double checked
   iii. Design resources are complete.
   iv. A backend developer is assigned for the project
   v. Go through the pages together with the Head of the Department to define how the blocks will be created and the timeline
   vi. Effects, Responsive, and Implementation of earlier developed projects are discussed

3. **Screen recording of the kickoff is uploaded on vimeo and is shared on the slack channel**
4. **Content sheet needs to be prepared and send to client**
   i. **Instagram key / Juicer**
   ii. **Google api key**
   iii. **Videos and Imagery**
5. ~~Copy the latest design assets from the dropbox "OUT" folder (~~**~~If it is not there, ask management, do NOT start development.~~**~~)~~
6. **You will only start the development once the designer checklist has been signed off. If the checklist is not provided to you, notify the designer, and only start once received. Also confirm the on the email to the designer with the management in the CC.**
7. **If you are using windows, make sure that lowercase_table_names = 2 is added in your sql.ini.**
8. Download and extract concrete5.8 from TenTwenty Bitbucket account
9. Create the project database on your local system. **Make sure to set the collation to utf8_unicode_ci**. Use phpMyAdmin: http://localhost/phpmyadmin/
10. Give folder permissions
11. Check gitignore file and ignore config folder
12. Import the database**(use c58_utf8_unicode_ci.sql from dropbox)** & config from drive
13. Copy config under application folder. Update the database configuration.
14. Create a repository on Bitbucket for the project.
15. Initialize Git, add remote origin and do the initial commit (refer to this : Steps for concrete5 Git Integration in Drive)
16. For multilingual websites, create/add a site folder before starting any multilingual website - **application/languages/site**. - **Not Applicable**
17. Have language flags set correctly in sitemap language toggle - **Not Applicable**
18. [**ONLY DO THIS ON LOCAL OR CREATE A PAGE THAT HAS ALL THE BLOCKS AND PLACE THE DUMMY ARABIC CONTENT**] In case if we do not have any Arabic content from the client, still use 'Lorem Ipsum' text in the RTL templates. I've been informed by a client that on the pages for Arabic currently has Arabic dummy content with erotic context (and before we also had unpleasant historic references in Arabic). Please ONLY use lorem ipsum for all AR pages if no content is received.Have a native arabic team members browse through the website before sharing a test link with the customer. - **Not Applicable**
19. Make sure that this is installed if Arabic language is there in the website https://www.npmjs.com/package/rtlcss **Not Applicable**
20. When copy pasting content from any source to the CMS make sure you paste the content using the CMS wysiwyg editor (paste without formatting) make sure the source does not have formatting.
21. Anchor tags like for the intro sections or language switchers make sure that there is a rel='nofollow' added to the tags that are not required for google to follow or crawl.
22. All auto generated emails send to website users to be editable in the CMS - **Ask Backend**
23. Login to server's direct admin https://ns3134022.ip-51-75-147.eu:8443/ using the login details
24. Create a sub-domain with the same name as project's and make sure to select "1020dev.com" as the parent domain.

25. Make sure to use the path "public_html/<project_folder_name>"

26. Make sure to follow the steps for the indexing of website

27. Enable the git and copy the same above path for automatic deployment

28. Copy the repository link from bitbucket and change https to ssh. Copy the ssh key and add it as "Access Key" to the project's repository in bitbucket.

29. In Plesk, php settings - Change PHP setting of server to **7.4.33**

30. In Plesk, php settings - Change Apache to **FPM Apache**

31. In Plesk, php settings - Change **Open_basedir** to **none**

32. In Plesk, php settings - Change **Display_errors** to **ON**

33. In Plesk, php settings - Change **Short_open_tag** to **ON**

34. In Plesk, Apache & nginx Settings settings - Add below:

   X-Robots-Tag: noindex;
   Alias /robots.txt /var/www/vhosts/1020dev.com/robots.txt

   To the below

Additional headers ⓘ   ○ Default
                            ● Enter custom value

                            X-Robots-Tag: noindex;

                            For example:
                            Cache-Control: public
                            Strict-Transport-Security: max-age=63072000
                            X-Frame-Options: DENY

☐ Restrict the ability to follow symbolic links
   Select this option to prohibit users from using the FollowSymLink
   directive in .htaccess and improve the server security.

Additional Apache directives

If you cannot find particular settings, add them to the fields below. These settings will override the server-wide Apache directives. The directives from the first field are used when a visitor accesses the site over HTTP. The second field contains the directives for HTTPS. Generally, you should add your directives to both fields. Use the same syntax as you use for httpd.include. For example, if you want to set a custom error page, add the line: ErrorDocument 401 /my_error_page.html

Additional directives for HTTP   Alias /robots.txt /var/www/vhosts/1020dev.com/robots.txt

Additional directives for HTTPS   Alias /robots.txt /var/www/vhosts/1020dev.com/robots.txt

35. Create empty database for the same on 1020dev server.

36. **After creating the database, go to PhpMyAdmin, select the newly created database, go to Operations tab and change the collation to utf8_unicide_ci and update.**

37. **Send email to Joshua and Patrick to ask clients for domain/hosting details**

38. **All coding standards of the Coding Standard Appendix need to be applied to the project: Link Here**

B. **Basic Theme Configurations:**

39. *Login to the CMS. Refer to the README.md for the default password*

40. **Deactivate the theme and remove it from the dashboard**

41. *Duplicate the theme folder to project's name and also copy the theme name in "applications/theme/THEMENAME/page_theme.php".* ***Only namespace need to be updated not the class. Eg namespace Application\Theme\theme name;***

42. *Go to the theme folder i:e **THEMEFOLDERNAME**/description.txt and give the project name in it*

43. *Also in same folder change the **thumbnail.png** to current project image.(Thumbnail should be png only).*

44. *Dashboard -> Extend Concrete5 -> Install basic theme & Activate it*

45. Dashboard -> System & Settings -> Bookmark Icon -> Set Favicon

46. Delete applications/themes/theme folder

47. Change the admin password, client password, sitename.

48. Share the updated credentials in the slack channel and ask the team heads to update the excel file with the link and the admin details.

49. On Cache & Speed Settings page, turn off all forms of caching completely

50. For development NO project relevant DIV, CLASS or JS name reference should be used. This to avoid issues with reusing elements for future projects

51. Make sure the maximum width and height for images are set in the CMS so the customer do not upload more than the maximum dimensions. (it should never be more than 2500x2500px) Image Options in the CMS

52. **Look for "Image Option" in the CMS and set the maximum image size to 2500x2500**

53. Use **webpack - Follow the steps in README.md**

C. Development

Start with the development of the homepage. This is the most important page of a website that contains at least 50% of all website page elements. Once your homepage is ready in Non-Responsive, cross-check the developed page with the design file for the homepage. All correct? Now ask the designer of the project to verify the page.

1) **Homepage Checks**
   I. Compare & Measure the Figma with your homepage template with perfect pixel chrome extension. Check:
       A. Are all elements templated that are in the design?
       B. Spacings
       C. Alignments
       D. Fonts
       E. Font sizes
       F. Colors
       G. Are all the effects implemented correctly as per the example websites provided
           1. Check the example URLs, Easing, Timings, Smoothness.
   II. Make sure the homepage title is other than 'home'. Relevant to the business like Website Name | Country Name.
   III. Enable Pretty URL
   IV. If certain elements are not yet done in the homepage, but you would like to share the link for feedback, please mention the points that are pending in the mail, so the designer is aware of this before reviewing the site
   V. Use perfectpixel chrome extension to compare the design
   VI. Share the URL with designer, and team with usepastel together with the figma link
   VII. All text are readable if there are text over the image
   VIII. Tag your commit with relevant tag for that plugin/effect so that we can use this to search for an effect for future projects
   IX. https://confluence.atlassian.comsudo chown -R username:username /opt/lampp/htdocs
   X. sudo chown -R username:username /opt/lampp/htdocs
   XI. /bitbucket/use-repository-tags-321860179.html

Checked and approved by the Head of the Project: _____**<Name>**_____

Checked and approved by the designer: _____**<Name>**_____

Note: The above signatures will be provided post the checklist submission & if the respective signees approves the homepage.

Now Send an email to the Head of Design, Project Manager + Management for homepage review. (Bas & Patrick)

2) **Header**
   XII. No CDN links should be used. Download the CDN links OR install the npm module and use them.
   XIII. Add minified version of CSS and JS files.. For every library, the name and version number should be present
   XIV. Logo fade-in on start only once via cookie setting
   XV. Logo links to homepage
   XVI. Menu (use stack) is fixed on scroll and highlights current page view(**when menu is active make sure the website does not scroll**)

XVII.   Sticky menu should show when we are scrolling up.

XVIII. Hover effect and active state of pages need to be there.

XIX.   In case of anchor scroll to menu -> Scroll with easing

XX.   Make sure all the links are working

3) General / Main Body

1. Please make sure that on first load the site loader animation does not get stuck and block the screen.

2. Use php mobile conditions wherever required/possible so as to avoid unnecessary code being loaded in mobile.

3. Even after login (Admin or Client), Menu should be accessible

4. All sections/ areas are editable for the user

5. All z-index css should not interfere with block's editing features

6. Use appropriate names and proper caps for sitemap, stacks, forms and attributes.

7. No horizontal scrollbar shows at all times NOR you should be able to drag the site horizontally unless required

8. Remove all content from website that's taken from Google (text and/or images)

9. Arabic content should be checked by a person who understands arabic.

10. All content placed and checked by the client

11. If split text plugin is used make sure that word does not break and letter should not go to next line especially in mobile(check different devices)

12. If using video autoplay feature on Chrome, the video is muted and there is no other video playing simultaneously

13. If the client provides two videos, one for mobile(portrait) & desktop(landscape), make sure we have 2 attributes to add both.

14. Make sure the versioning for assets is added for the main CSS and JS files in the header and the config is set in the config file. ?v=version-number-from-config - If you have any issues check with a backend developer

15. **Use img tag for all possible blocks which gives the option to add alt tags and use background if it's really needed.**

16. No external links or email links open in the parent browser tab

17. Contact information in the website is correct

18. Default content page is designed along with proper styling for ui li and anchor tags based on the design.

    a. H2-H6 Tags

    b. Paragraphs

    c. Anchor tags inside paragraphs

    d. Unordered list

    e. Ordered list

    f. Text underlines

19. There is no hard coding in template .php files anymore

20. Login page, 404 page should be styled along with respective page messages.

21. The PHP, HTML, CSS and JS has been cleaned up (remove unnecessary codes and comments)

22. Gradients should be applied correctly as per design. Correct colors and widths/ heights

23. Add versioning config variable for the main assets for JS & CSS - whenever something new is deployed to production or development websites make sure the version number in the config is incremented.

24. If there will be static text on the blocks, make sure it is wrapped in t() function. For example:

Use *<h2><?php echo t('This is a title'); ?> </h2>* instead of **<h2>This is a title</h2>**

25. All text are readable if there are text over the image

26. Default sorting order of lists (unless specified otherwise)

    a. Portfolio, Work, Services -> Based on sitemap order

    b. News -> By default -> Latest to Oldest

    c. Contacts Directory, Business Directory -> A-Z

4) Images / Galleries

1) Use Lazy loading for images

    A. Make sure that we avoid empty state of the images.

2) Use php code to resize the images(page with lots of image and galleries)

3) In case of sliders, the autoplay time-out has been set to at least 7 seconds

4) Images contain **PROPER** alt-text (use relevant alt tags, not just site name)

5) If the video is used in popup as fancybox, it should cover/play in fullscreen.

6) All the images are **jpg** format and not **png** format unless and until transparency is required.

7) Use tinyjpg.com or tinypng.com to compress all the generic images and content images(if possible) or if we have lot of images

Step 1 - In photoshop use the image processor with 1464px width and quality 8 (get help from designer on this if needed)

  a) File -> Scripts -> Image Processor

  b) 1464px width

  c) Quality 8

Step 2 - use https://www.jpeg.io/ you can upload 500 files at once. The actual compression takes a bit more time, but the result is good

8) Header and background images **do not exceed 600kb** AND are in **.jpg format**

    A. Header image size: 1920 x 1200 px (variable height)

9) Images need to be sharp and crisp(export 2x in figma). No low resolution images are accepted

    A. In case there will be white borders when exporting images, ask the designers to re-export them.

5) Forms

1) Placeholders have been applied

2) Create Thank you page based on the design

3) Submitter of form gets e-mail

4) Client gets e-mail

5) Required fields have been set to required

6) Form confirmation email shows properly. Show the company logo in the footer and link it.

7) Thank you & Error messages show properly

8) No mentioning of any tentwenty or concrete5 mail or titles in communication to submitter of form

9) Labels are used instead of placeholders which move up on focus of input.

10) Make sure that the email templates are set per form with correct copy material one to be sent to the admin and one to be sent to the user each with relevant copy - An admin should get for example the details of the submission, with appropriate subjects and copy and the customer should get a thank you with appropriate subject and copy. Setting a common template can be done from formidable settings.

6) Google Maps (Optional)

1) Custom Icon for 'Pin'

2) Corporate color are applied for map styling(get the snazzy map code from designer)

3) Shown location is correct

4) Roads need to be visible

5) **Email Project Manager to get the Google map API key from the client.**

7) Typography

1) All links/buttons have proper hover effects by color difference or CSS3 effect

2) The text selection CSS has been set to a color as per the design

    A. Background = Colored and Text = White

3) Use **REM** instead of px. Base your REM styling on the designer 'project typography sheet'.

4) Apply font styling for the CMS content areas (the popups should show the correct fonts and sizes)

8) Footer

1) Copyright XXXXXXX 2017 → Use php code for year. **<?php echo date('Y'); ?>**

2) Made with <3 by TenTwenty (image max 100px width). and make sure it is linked and opens in new tab.

3) Scroll to top is used

4) Footer should stick to the bottom if body height is less than screen height.

9) Responsive / Browser Check

1) The website works in the following browsers

  i. Google Chrome   ii. Mozilla Firefox

  iii. Safari   iv. IE Edge

2) Check in devices(Ipad, Iphone & any android). Use browserstack to check this.

3) The template show properly at these resolutions

  i. >1400px   ii. 1366px   iii. 1260px

  iv. 1024   v. 960   vi. 800

  vii. 768   viii. 640   ix. 540

<div style="margin-left:2em">

x. 414 (Iphone X Max)   xi. 375   (iphone X)   xii. 360 (Nexus 5)

xiii. 320 (iphone 5)   xv. Different screen heights.   xv. Landscape of all the mobile screens

4) Check responsive on [Mobile-Friendly Test](#)/

5) In mobile view the whole menu button should be clickable, especially ios when menu animations are used.

6) Once changed to responsive, menu should show again on desktop size.

7) On landscape, if website is not possible to view properly then place a popup saying "Please rotate the device"

</div>

10) SEO

1) Add description to all pages for SEO. Take the page description if this is not provided by the client..

2) Check if the sitename is correct. No typos allowed.

3) Pages that are not actual pages should be set as 'exclude from sitemap'' in the CMS. For example timeline pagelist which doesn't have a page of its own.

4) If there is news, events, blog, products or vacancy overview and detail pages then add google rich snippets via microdata tags.
Refer the link to understand - https://search.google.com/structured-data/testing-tool
Refer the link to implement - https://www.google.com/webmasters/markup-helper/

5) Add image for facebook and twitter meta tags (image size should be more than 300px). Make sure in the detail page it uses the image attribute as meta image.

6) Scoring of Google page speed excluding social media & server should be at least above 8. Check on https://pagespeed.web.dev/

    A. The following items are required to be a 10 minimum.

i. Coding Quality	ii. Server Behaviour	iii. URL formats
Iv. Internal Links	v. Meta Description	vi. Meta Tags
vii. Page Titles	viii. Headings	ix. Images
x. Analytics	xi. Printability	xii.Mobile

7) Make sure the search index page attribute has been set correct. All pages should be visible for search indexing!

11) Page Types

1) Create a new page type

    A. Go to Pages & Themes > Page Type

    B. Click on "Add Page Type" and fill in the necessary fields

    C. Once the page type is added, click on "Permissions". Make sure all the permissions are set to admin and clientadmin

2) Duplicate a page type

    A. Click on "Copy" on any of the Page Types

12) Arabic

1) Make sure that this is installed if Arabic language is there in the website https://www.npmjs.com/package/rtlcss

13) Deploying files in plesk

1) Add the below to /application/config/concrete.php

```
Unset
        'security' => [
            'session' => [
                'invalidate_on_user_agent_mismatch' => false,
                'invalidate_on_ip_mismatch' => false,
                'invalidate_inactive_users' => [
                    'enabled' => false,
                    'time' => 300,
                ],
            ],
```

14) Remove unnecessary zip files that are manually uploaded or generated in the server

15) Please again make sure that on first load the site loader animation does not get stuck and block the screen.

16) **Now that all the pages are done, cross-check the developed pages with the design file. All correct?**
   Now ask the designer of the project to verify the page.

17) **Make sure that CMS training is recorded via google meet, uploaded on vimeo, and is shared with the client together with the generic PDF manual that we have. (Dior)**

18) **Make sure for client login the permission is given for all the page types to add them from sitemap.**
   1) **Go to Page Types**
   2) **Click on "Permissions" and make sure all the permissions are set to admin and clientadmin**

19) **Check the site in https://silktide.com/**

Checked and approved by the Head of the Project: _____<Name>_____
Checked and approved by the designer: _____<Name>_____
Note: The above signatures will be provided post the checklist submission & if the respective signees approves the website.

20) **Send an email to all team members for website review.**

21) **You can only place the website LIVE after approval from the below 2 TenTwenty Members.**
   Do not proceed otherwise!

Checklist done by Developer

Name:
_____

Checklist approved by Head Front-end

Name:
_____

Checklist approved by Management

Name:
_____

22) **Post Launch:-** Once the website is Live do the post Launch checklist from [here](#) and go over it.