|  |
| --- |
| Project management |
|  | Setup Project site | teamwork.com, Trello/Slack/Basecamp/Asana |
|  | File Sharing | Dropbox |
|  | Create Documentation |  |
|  | Backup locations | Amazon / dropbox / google / ftp site |
|  | Graphic Assets:  | originals of logo/photos/graphics (determine where stored) |
|  | Bug/Issue tracking  | how to manage ([Mantis bug tracker](https://www.mantisbt.org/)) |
|  | Google Search Console  | (<https://www.google.com/webmasters/tools/>) |
|  | Google Analytics  | ([https://analytics.google.com](https://analytics.google.com/)) |
|  | Security |  |
|  | Performance Optimization |  |
|  | CDN (Content Delivery Network‎) |  |
|  | SEO |  |

|  |
| --- |
| Domain Name Registration |
|  | Register Domain | keep separate from hosting |
|  | Point domain at hosting nameservers |  |
|  | Edit/create A records | IP address of hosting server |
|  | Edit/create MX records | MX record = email server |
|  | Add CName records |  |

|  |
| --- |
| Setup Hosting Environment |
|  | Setup domain hosting account | Managed VPS is best |
|  | Verify/Setup SSL |  |
|  | Setup CPanel & FTP accounts |  |
|  | pHp 7.1 or 7.2 | CPanel > php config |
|  | gZip compression enabled | CPanel > Optimization > gZip compression |
|  | [optional] Remote database access enable | Add your IP to hosting firewall |
|  | Install WordPress  | Install to main domain account or Add on Domain? [See install checklist]  |
|  | Choose Install Directory | /hostingAccountName/public\_html/domainname/ |
|  | Configure your Site Settings |  |
|  | Add a Theme |  |
|  | Add Plugins | [See toolkit list] |

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| --- | --- |
|  | Where to Host Development Site |
|  | Development Server: Online or Localhost. |
|  | * Local dev site - [Local by Flywheel](https://local.getflywheel.com/)
 |
|  | * Online staging server: [Hosting] – InMotion Hosting, A2 Hosting, WPEngine, [Flywheel](https://local.getflywheel.com/connect-to-flywheel/)
 |
|  | Choose a Good and Reliable Web Host, depending on your requirements.  |
|  | * Decide on Install method: Manual install or C-Panel install.
 |
|  | * Manual Install: [Download WordPress](https://wordpress.org/download/) from the official WordPress.org website
 |
|  | * Upload WP to hosting server: Use FTP Client - Filezilla - CyberDuck
 |

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| --- | --- |
|  | Local Development Install |
|  | [Local by Flywheel] |
|  | Start Local Machine |
| Add Site |
|  | * Site Name
 |
|  | * [OPTIONAL] Click Advanced Options > Create from Blueprint > Pick Blueprint
 |
|  | * Choose Environment
 |
|  | * Php = 7.2
 |
|  | * Web server = apache
 |
| Setup WordPress |
|  | * Username
 |
|  | * Password
 |
|  | * email
 |
|  | * SSL Tab – click on trust certificate button
 |
|  | * Install
 |

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| --- | --- |
|  | Staging/Test Server Install |
|  | Add subdomain |
|  | Activate SSL on subdomain |
| WordPress Install |
|  | * Choose https://
 |
|  | * Choose subdomain
 |
|  | * Choose install location
 |
|  | * Add Site Title
 |
|  | * Add Tag line
 |
|  | * Add Admin username
 |
| Advanced Options |
|  | * Database name (usually 7 characters)
 |
|  | * db table prefix
 |
|  | * turn off other plugin installs at this time (Softaculous)
 |
|  | Do Install |

|  |
| --- |
| The development setup |
|  | Select Theme - Opt for a Fast WordPress Theme |
| My GoTo Themes → BeaverBuilder Theme, Astra, GeneratePress, Genesis-Sample, OceanWP |
|  | Install Theme |
|  | Install child theme (create if needed) |
|  | Activate child theme |
|  | Login to admin dashboard |
| Settings > General |
|  | Verify URL is https:// |
|  | Set timezone |
|  | Set date format |
|  | Settings > Reading |
|  | Check box – Discourage search engine from indexing this site |
| Setting > Discussion (Uncheck these setting) |
|  | Attempt to notify any blogs linked to from the article |
|  | Allow link notifications from other blogs on new articles  |
|  | Allow people to post comments on new articles |
|  | (Check these settings) |
|  | Email me whenever Anyone posts a comment  |
|  | Comment must be manually approved  |
|  | Settings > Media |
|  | Uncheck Organize my uploads… |
|  | Settings > Permalinks |
|  | Change to PostName or Custom |
| Posts > Categories |
|  | Rename Uncategorized to … |
|  | Remove Default Content: Here, the first thing you need to do is remove the WordPress default content like posts, comments and more. |
|  | Use Dash for URLS: Make sure to use “-” in your URL’s instead of “\_”. |
|  | Add Blog Categories: Under Posts > Categories, add appropriate blog categories. |
|  | Add Tags & Media: include suitable posts, tags and media files. |
|  | Create all pages (Home, about, articles/blog, faq, contact…) |
|  | Configure Your homepage displays (Settings > Reading > Latest Post or Static Page) |
|  | Setup Page header |
|  | Insert client’s logo and home link |
|  | Create a menu, per the Sitemap (Appearances > Menu) |
|  | Configure NAV BAR |
|  | Verify: search engine settings SETTINGS > READING > DISCOURAGE |
|  | [OPTIONAL] Change wp-admin page to be hidden |
|  | PLUGIN: Install Updraft Plus – make first backup |
|  | PLUGIN: Install and configure ITHEMES or Wordfence security [disable DB backups/two factor auth] |
|  | Set admin email to my email |
|  | Create new user for myself |
|  | Configure permalinks (SETTINGS > PERMALINKS) |
|  | <https://gp.local/wp-admin/options-permalink.php> |
|  | Configure site title and tagline |
|  | Configure correct date and time (UTC-7) (SETTINGS > GENERAL) |
|  | Disable Pingbacks and Trackbacks (Settings > Discussion) |
|  | Make a Plugin List: Make a list of all the plugins you wish to install. |
|  | Install all plugins |

|  |
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| Working Stages |
|  | Style/Theme all pages |
|  | Create all BLOG articles  |
|  | Attach all blog articles to correct categories |
|  | Initial cell phone responsive check |
|  | Document any stock images |
|  | Update Meta tags on all pages |
|  | Setup and Style Archive pages |
|  | Create/Setup Contact form |
|  | [OPTIONAL] Identify form in email message.Install hidden field or add to email message URL from which contact submission originates. |
|  | [OPTIONAL]CRM & [Email] marketing services e.g. MailChimp |
|  | [OPTIONAL] Add Newsletter Subscription: [Gravity Forms addons](https://www.gravityforms.com/add-ons/), [Newsletter](https://wordpress.org/plugins/newsletter/) Plugin, [MailChimp List Subscribe Form](https://wordpress.org/plugins/mailchimp-for-wp/) Plugin. |
|  | Confirm all contact details and links |
|  | Confirm all forms are working |
|  | Add social icons – target=”blank” |
|  | **Add Social Icons:** Add social media icons/links for Facebook, Twitter, Google+, Pinterest, LinkedIn, etc. You may use [AddThis](https://wordpress.org/plugins/addthis/%22%20%5Ct%20%22_blank),  or [Share Bar](https://wordpress.org/plugins/sharebar/) Plugins. |
|  | **Add Social Feeds:** [Facebook Page Plugin](https://developers.facebook.com/docs/plugins/page-plugin), [Twitter Plugin](https://wordpress.org/plugins/twitter/), [Google Plus](https://developers.google.com/%2B/web/badge/) |
|  | [OPTIONAL] Auto publish to Social Networks ([Social Networks Auto-Poster](https://wordpress.org/plugins/social-networks-auto-poster-facebook-twitter-g/) plugin) |
|  | **Links to Create Social Profiles:** [Facebook Fan Page](https://www.facebook.com/pages/create.php), [Twitter](https://twitter.com/), [Google Plus](https://plus.google.com/about), [Pinterest](https://business.pinterest.com/en) |
|  | [OPTIONAL] Sticky Post **(**Style the sticky posts well and make sure they function well. More info at [RoadtoBlogging.com](https://roadtoblogging.com/create-style-sticky-post-wordpress/)) |
|  | Check for Content Overflow(Make sure there are no posts with pictures that break the content layout or are too big for the content column. In that case, make [Overflow: Hidden in you CSS](https://css-tricks.com/almanac/properties/o/overflow/).) |
|  | [OPTIONAL] **Highlight Author's Comments:** highlight author comment is differently. ([Checkout How to Highlight Author's Comments by WPBeginner](http://www.wpbeginner.com/wp-tutorials/how-to-highlight-authors-comments-in-wordpress/)) |
|  | Add Comment Closed Message: The comments display form is replaced with a “Comments Off” message or something similar. ([Comments – wpDiscuz](https://wordpress.org/plugins/wpdiscuz/) plugin) |
|  | Create 404 Page(Check [1stwebdesigner.com](https://1stwebdesigner.com/wordpress-404-error-page/) to create a Custom 404 page in WordPress.) |
|  | **Test Search Page** is accessible to users. (http: //yoursite.com/?s=Test) (<https://techmagick.com/?s=Test>) |
|  | **Use & Test Pagination:** Test the pagination using [WP-PageNavi](https://wordpress.org/plugins/wp-pagenavi/) plugin |
|  | **[OPTIONAL]** **Add Favicon:** Add custom Favicon using [Custom Favicon](https://wordpress.org/plugins/custom-favicon/) plugin or Customizer. |
|  | **Use Breadcrumb:** Don’t forget to use Breadcrumbs for easy navigation. It’s a part of [WordPress SEO by Yoast](https://yoast.com/wordpress/plugins/breadcrumbs/) Plugin. (SEO > Search Appearance > Breadcrumbs settings > Enabled) shortcode = **[wpseo\_breadcrumb]** |
|  | **Link Logo:** Link the company logo to the Homepage. |
|  | **Ensure Responsiveness:** Ensure that your website is responsive and mobile ready by running [Google’s Mobile Friendly](https://search.google.com/test/mobile-friendly) Test. |
|  | **[OPTIONAL]** GOOGLE ANALYTICS |
|  | **[OPTIONAL]** Create XML sitemap |
|  | **Remove Lorem Ipsum:** Lastly, make sure you remove all the Lorem Ipsum text on the website. |
|  | Remove all dummy blog articles |
|  | Remove all dummy PAGES |
|  | Remove all dummy IMAGES/MEDIA |
|  | **BACKUPS:** [Updraftplus](https://wordpress.org/plugins/updraftplus/) (Free & Premium),  [BackUpWordPress](https://wordpress.org/plugins/backupwordpress/%22%20%5Ct%20%22_blank) (Free), | [BackupBuddy](https://ithemes.com/purchase/backupbuddy/) (Paid), [VaultPress](https://vaultpress.com/) (Automattic.com), [BlogVault](https://blogvault.net/) ($89/Year) |

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|  | LAUCH CHECKLIST |
|  | Setup Production hosting account |
|  | Add Domain to account |
|  | Configure Domain to point to hosting name server or create A record to host sever. |
|  | Setup Production Site on Hosting account |
|  | Install WP |
|  | Setup SSL |
|  | Create FTP account |
|  | Setup DB remote access |
|  | **OPTIONAL**: Add site to site management tool |
|  | Clone site from Staging or [Manual Migration] Upload files |
|  | **[Manual Migration]** FTP WP folders to prod server [wp-admin, wp-content, wp-includes] |
|  |  |
|  | **[Manual Migration]** Don’t overwrite the root folder config files |
|  | **[Manual Migration]** Verify that the production wp-config file table prefix matches staging server wp-config file |
|  | **[Manual Migration]** Dump/export staging server database to sql file (structure & data) |
|  | **[Manual Migration]** Import database file to production server |
|  | Delete Install & Upgrade Files:  |
|  | Delete /wp-admin/install.php |
|  | Delete /wp-admin/upgrade.php |
|  | Delete wp-config-sample.php |
|  | Delete readme.html |
|  | **Check Content Structure:** Check the structure and content for everything including pages, categories, URL’s, submission forms, etc. |
|  | Update Admin Email |
|  | **Implement Security -** password strength, files and folder permissions, etc. |
|  | **PLUGIN**:Install Wordfence or iThemes - configure |
|  | **OPTIONAL**: use [iThemes Security](https://wordpress.org/plugins/better-wp-security/) to protect files & directories |
|  | **OPTIONAL**: Turn on gZip compression via hosting Cpanel > Optimization |
|  | **Ensure CBC:** Check if your website is cross browser compatible by extensive testing. |
|  | **PLUGIN:** Install spam killer / google captcha |
|  | **PLUGIN:** Install SEO plugin |
|  | **PLUGIN:** Install W3 Total Cache or other optimization plugin. |
|  | **Test for Responsiveness**: Ensure that your website is mobile friendly. Run [Google’s Mobile Friendly Test](https://search.google.com/test/mobile-friendly) to determine the same. |
|  | **Check Loading Speed:** You must also improve the page loading speed with the help of [Google’s Page Speed Insights](https://developers.google.com/speed/pagespeed/insights/) |
|  | Compress Images: Reduce all the image sizes by almost 50% by compressing the PNG and JPG files using [Short Pixel](https://capsicummediaworks.com/go/short-pixel/) or [Imagify](https://wordpress.org/plugins/imagify/) plugin, or [TinyPNG](https://wordpress.org/plugins/tinypng-for-wp/) or [ImageOptim](https://imageoptim.com/mac) |
|  | **UPDATES: Use Latest WP Version:** Make sure you are using the latest version of WordPress. If not, ensure that you upgrade on going live. |
|  | **Upgrade Plugins:** It is also important to upgrade all the plugins on your website before going live. |
|  | **Open URL in New Tab:** Check if all your external links are working by opening them in new tabs. Use code similar to this for links<a href='#' target='\_blank'></a> |
|  | Check for Broken Links |
|  | **White Label [Optional]:** If you are developing the WordPress website for a client, implement branded WordPress login page using [White Label CMS](https://wordpress.org/plugins/white-label-cms/) Plugin. |
|  | Disable Coming Soon Page |

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|  | Optimize Website |
|  | Choose a FAST and Reliable Web Host |
|  | Opt for a Fast WordPress Theme |
|  | **OPTIONAL**: Optimize Your WordPress Database - post revisions, spam, drafts, tables, etc. |
|  | * [WP-Optimize](https://wordpress.org/plugins/wp-optimize/) or [WP-DB Manager](https://wordpress.org/plugins/wp-dbmanager/).
 |
|  | **O**P**TI**O**NAL**: Install Caching plugins Caching - [W3 Total Cache Plugin](https://wordpress.org/plugins/w3-total-cache/) - [WP Rocket](https://wp-rocket.me/) – [Swift Performance](https://swteplugins.com/product/swift-performance/) |
|  | Enable gZIP Compression (to compress your data files) |
|  | Enable page cache |
|  | Enable database cache |
|  | Enable object cache |
|  | Enable browser cache |
|  | **OPTIONAL:** Enable Leverage Browser Caching (cache files in visitor **browser)** |
|  | ## add to .htaccess file #### LEVERAGE BROWSER CACHING ##ExpiresActive OnExpiresByType image/jpg "access 1 year"ExpiresByType image/jpeg "access 1 year"ExpiresByType image/gif "access 1 year"ExpiresByType image/png "access 1 year"ExpiresByType text/css "access 1 month"ExpiresByType application/pdf "access 1 month"ExpiresByType application/x-javascript "access 1 month"ExpiresByType application/x-shockwave-flash "access 1 month"ExpiresByType image/x-icon "access 1 year"ExpiresDefault "access 2 days"## LEVERAGE BROWSER CACHING ## |
|  | **OPTIONAL**: Use a Content Delivery Network (CDN) |
|  | Optimize Images Automatically - [ShortPixel](https://capsicummediaworks.com/go/short-pixel/) |
|  | Minify Your WordPress Website (optimization or minify plugin) |
|  | **OPTIONAL:** Implement CSS Sprites ([SpriteGen](https://spritegen.website-performance.org/).) |
|  | Install Only Useful Plugins - Performance profile |
|  | Add LazyLoad to Your Images & Videos - [Lazy Load Plugin](https://wordpress.org/plugins/bj-lazy-load/) |
|  | Delete or Control Post Revisions |
|  | To permanently disable revisions you can add the following code to your wp-config.php file in the root of your WordPress setup.define('WP\_POST\_REVISIONS', false); |
|  | Disable Pingbacks and Trackbacks - reduce the excessive load which your website receives every time a blog mentions your site |
|  | **OPTIONAL:** Reduce Spam – Install Akismet or WPSpamshield plugin |
|  | Optimize Your WordPress Widgets - [Lazy Widget Loader](https://wordpress.org/plugins/lazy-widget-loader/) |
|  | Disable Hotlinking - <http://www.htaccesstools.com/hotlink-protection/> |
|  | Use Light Weight Social Sharing Plugin - [Sharify](https://wordpress.org/plugins/sharify/) other lightweight plugins such as [Social Media Feather](https://wordpress.org/plugins/social-media-feather/) and [Floating Social Media Icon](https://wordpress.org/plugins/floating-social-media-icon/). Our team has a also created a dedicated guide on [How to Optimize Images](https://capsicummediaworks.com/optimize-social-sharing-images/) for Social Sharing. |
|  | Test Your Site’s Speed on [GTMetrix](https://gtmetrix.com/), [Google PageSpeed Insights](https://developers.google.com/speed/pagespeed/insights/) or [Pingdom Tools](https://tools.pingdom.com/). |

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| Migration Checklist |
|  | Backup entire website – all files and database |
|  | * ManageWP – backup/clone - $2 month per site
 |
|  | * UpdraftPlus Premium – Backup/Clone
 |
|  | Manual Backup old site |

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|  | Download 3 core WordPress folders |
|  | Dump/export database to sql file |
|  | Install WordPress on new site |
|  | Upload 3 core WP folders to new host |
|  | Import database to new hosting database |
|  | Verify table prefix in production wp-config.php file is same as Staging site |
|  | Serialized Search and Replace - database-wide search/replace |
|  | * Upload Search Replace DB zip file to root folder of new website
 |
|  | * Expand zip folder to website root folder
 |
|  | * Do search and replace – replace staging URL with production URL (domain name)
 |
|  | Purge Caches – all – include page-builder caches |
|  | Verify new site |

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| SEO Checklist |
|  | Install WordPress SEO plugin (Yoast) |
|  | **Enable Site to be Crawled:** Turn on the site visibility under the Settings > Reading, if you haven’t done it already. Uncheck “Discourage search engines from indexing this site”. |
|  | **Manage 301 Redirects:** Manage your 301 redirection with the help of user [Redirection](https://wordpress.org/plugins/redirection/) Plugin. |
|  | **Use H1 Tag:** Ensure that you have only one H1 tag on each of your pages. |
|  | **Use H2 Tag:** Also, make sure you have the H2 tag only within the content for headers |
|  | **Add Alt text to Images:** Don't forget to add alt text to all the website images. You may also use the [Search Friendly Images](https://wordpress.org/plugins/seo-image/) Plugin. |
|  | Page Titles (SEO Title) |
|  | Page/post slug |
|  | Keywords in Title |
|  | Keywords in content |
|  | Meta Description |
|  | **Test XML Sitemap:** Check if the Yoast’s WordPress SEO Plugin’s in-built sitemap is working or else install [Google XML Sitemap](https://wordpress.org/plugins/google-sitemap-generator/) Plugin. |
|  | **Check Robots.txt:** Next, it’s important to have the Robots.txt file in place and ensure it is Optimized. See [Yoast](https://yoast.com/ultimate-guide-robots-txt/) |
|  | **Compress Images:** Reduce the size of the images on your website. [ShortPixel](https://shortpixel.com/), [Imagify](https://wordpress.org/plugins/imagify/) |
|  | **Signup for Webmaster Tools:** If you have found any issues with the website so far, sign up for [Google’s Webmaster Tool](https://www.google.com/webmasters/#?modal_active=none) and fix those issues. Ensure that you have submitted both the ‘www’ as well as the ‘non-www’ versions. |
|  | Google search console: Choose www or non www: Redirect the ‘www’ to ‘non-www’ or vice versa but stick to one [also .htaccess setting]. |
|  | **Test Breadcrumb:** Ensure that links on Breadcrumb are working. |
|  | **Limit Meta Title (V.V.Imp):** Another thing to ensure is that the Meta Title remains only 55 characters long, including the spaces. WordPress SEO has this feature inbuilt for you. |
|  | **Limit Meta Desc (V.V.Imp):** Similarly, the Meta Description should only contain 155 characters, including spaces. |
|  | Use LSI (**latent semantic indexing**) Keywords:[LSI Keywords](http://www.shoutmeloud.com/use-synonyms-for-ranking-higher-in-search-results.html) are very important for SEO. Make sure you include enough in your content. Find LSI using [Google Keyword Planner](https://adwords.google.com/KeywordPlanner), [Uber Suggest](https://neilpatel.com/ubersuggest/), [LSI Graph](https://lsigraph.com/) or [Google Search](https://www.google.com/) (hint: look for keywords at the bottom of the page after completing the search query) |
|  | **Check Duplicate Content:** It is very important that all your content is original and that you have no duplicate content on your website. Use [CopyScape](http://www.copyscape.com/%22%20%5Ct%20%22_blank). |
|  | **Interlink Content:** Interlinking is also a significant aspect of SEO. Make sure you have contextual links within your website. |
|  | **Link to External Links:** It is also important to have external links to other resourceful websites, within your content like we have done on this page [set links to open in new tab or page]. |
|  | **Performance: Improve Page Loading Speed:** with the help of [Google’s PageSpeed Insights](https://developers.google.com/speed/pagespeed/insights/) you will be able to achieve your goal of improving your site's loading speed.With the help of our most popular Guide on [How to Speed Up a WordPress Website](https://capsicummediaworks.com/how-to-speed-up-wordpress/), and |
|  | **Optimize Site:** Again, it is of utmost importance that you optimize your website using [GTMetrix](https://gtmetrix.com/%22%20%5Ct%20%22_blank) for HTML and [Pingdom](https://tools.pingdom.com/%22%20%5Ct%20%22_blank) for WordPress, as it will help you save some valuable time to clear errors.  |
|  | **Ensure Responsiveness:** Ensure that your website is responsive and mobile ready by running [Google’s Mobile Friendly](https://search.google.com/test/mobile-friendly) Test. |
|  | **OPTIONAL: Submit for Local Listing:** If your website is about a local business, make sure you submit it to [Google Business](https://www.google.com/business/). |
|  | **Google Analytics:** Don’t forget to add & review Google Analytics.  |
|  | **Check On-page Content:** Check all the aspects related to On-Page SEO before going live. [On-Page SEO Guide](https://backlinko.com/on-page-seo) by Brian Dean. |
|  | **Spell Check / Proof read Content:** Make sure you proofread the entire website to check for spelling and grammar errors, before going live. |
|  | OPTIONAL: Use CDN |
|  | **Exclude IP from Analytics:** Exclude home and office IP addresses in [Google Analytics](http://www.google.com/analytics/). Google Analytic Help More information on Excluding Internal Traffic can be found on [Google Analytic Help](https://support.google.com/analytics/answer/1034823) Section. |
|  | **Add Social Sharing Icons:** Don’t forget to include Social Media icons on all pages of the WordPress website.  |

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| SECURITY CHECKLIST |
|  | Prevent Directory Access: [iThemes]Prevent access to all directories, place this code inside your .htaccess file.# Prevent folder browsingOptions All -Indexes |
|  | **Monitor Site Performance:** Get regular reports of your websites performance with performance tools: ManageWP, GTMetrix, Pingdom |
|  | **Delete Install & Upgrade Files:** Be sure to delete /wp-admin/install.php and /wp-admin/upgrade.php after every WordPress installation or upgrade. |
|  | **Limit Suspicious Login Attempts:** Limit the number of login attempts possible both through normal login as well as using auth cookies by using [iThemes Security](https://wordpress.org/plugins/better-wp-security/), [Wordfence](https://wordpress.org/plugins/wordfence/),  [Limit Login Attempts Reloaded](https://wordpress.org/plugins/limit-login-attempts-reloaded/) or [SiteGuard WP](https://wordpress.org/plugins/siteguard/) Plugins. |
|  | **Use iThemes Security:** It’s free and takes care of almost all the security issues on a website. |
|  | **Protect your wp-config file:** As wp-config.php file contains all the confidential details of your site, so it’s pretty important that you protect it at all costs. An easy way to protect this file is to simply place the following code in your .htaccess file on your server.<files wp-config.php>1111qorder allow,denydeny from all</files> |
|  | Change file permission on wp-config.php to 444 |
|  | Change file permission of .htaccess to 444 |
|  | **Disable Theme and plugin Editor:** If you want to stop the editor links from appearing in the admin area you can add the following to your wp-config.php file so people cannot edit the theme directly in the admin area.define( 'DISALLOW\_FILE\_EDIT', true); |
|  | **Hide your WordPress Version:** It is important that you hide your current WordPress Version from the hackers. Add the following code to your function.php or (use [Code Snippets](https://wordpress.org/plugins/code-snippets/) plugin)function remove\_version() { return '';}add\_filter('the\_generator', 'remove\_version'); |
|  | **Hide Login Error messages:** Error login messages may expose your website and give hackers an idea if they've gotten username correct/incorrect, vice versa. It is wise to hide it from unauthorized login. To hide login error messages, simply put the following code in functions.php or (use [Code Snippets](https://wordpress.org/plugins/code-snippets/) plugin).function wrong\_login() {return 'Wrong username or password.';}add\_filter('login\_errors', 'wrong\_login'); |
|  |  Target="\_blank" – vulnerability (more [here](https://www.jitbit.com/alexblog/256-targetblank---the-most-underestimated-vulnerability-ever/)) |
|  | Go Live |

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| Final Checklist |
|  | Add to my spreadsheet user/pw/updates |
|  | Upgrade all plugins/themes |
|  | Take screenshot of web site |
|  | Add clients site to my portfolio |
|  | Point clients DNS to new site |
|  | Final check for browsers |
|  | Final check for responsive |
|  | Final check for loading speed |
|  | Add plugins and configure to reduce loading speed |
|  | Create training manual for client |
|  | UNBLOCK search engines |
|  | Update admin email to client’s email |
|  | Add “web site created by” my logo to footer |
|  | Final backup taken |

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| FOR SHOPPING CARTS |
|  | Verify SSL Installed |
|  | Configure Shipping modules |
|  | Configure paypal |
|  | Configure payment methods |

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| ISSUES DISCOVERED – NEED TO BE FIXED |
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