

## Site Design Checklist

- Have your team members and their different functions been designated?  
(One team member can be assigned to various functions or vice versa.)

Team Leader \_\_\_\_\_

Content Maintainer \_\_\_\_\_

Visual Designer \_\_\_\_\_

Web Programmer(s)/Maintainer(s) \_\_\_\_\_

Server Administrator \_\_\_\_\_

### Planning:

- Have the goals for your Web site been addressed?
- Have the goals of your organization been addressed?
- Have you determined if your Web site is externally or internally focused?
- Have you determined if your Web site addresses issues pertaining to specific or general audiences?
- Have you used flowcharts or storyboards to show the navigation of your Web site?

### Content

- Does your content reflect a clear and focused usage of text?
- Is your content appropriate based on the goals of your entire Web site?
- Have you used proper credits and acknowledgements of images, photographs, and graphics from secondary sources?
- Have you cited and referenced authors of non-original content used on your Web site?
- Have you obtained the written permission of students, faculty, or staff that appear in any photos or images used on your Web site?

### Design

- Does your visual design and navigation allow your visitors to create a mental map of the Web site?

### Accessibilty

- Have your pages been tested on versions 3.0 and higher of Netscape and Internet Explorer?
- Have your Web pages been tested on Win 95, Win 98, Win NT, and MAC OS?