

# Who manages your website?

Use this sheet before assigning website work. Agree on scope, ownership, and how completion will be checked.

Website / business: \_\_\_\_\_ Date: \_\_\_\_\_

Use the boxes to mark completed checks. Record follow-up actions below.

☐ **Content and business information**

Owner: \_\_\_\_\_ Review frequency: \_\_\_\_\_

☐ **Forms and key visitor actions**

Owner: \_\_\_\_\_ Last successful test: \_\_\_\_\_

☐ **Software updates**

Owner: \_\_\_\_\_ Testing and recovery plan: \_\_\_\_\_

☐ **Backups and restoration**

Owner: \_\_\_\_\_ Last verified recovery test: \_\_\_\_\_

☐ **Domain, DNS, and hosting**

Owner: \_\_\_\_\_ Renewal checks: \_\_\_\_\_

☐ **Website and account access**

Business retains access: \_\_\_\_\_ Handover contact: \_\_\_\_\_

☐ **Reporting and improvements**

Business goal: \_\_\_\_\_ Measure: \_\_\_\_\_

☐ **Scope and response process**

Included work: \_\_\_\_\_ Out-of-scope process: \_\_\_\_\_

## Unassigned tasks and questions for a provider

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Next action: \_\_\_\_\_ Owner: \_\_\_\_\_ Due: \_\_\_\_\_