

Checklist: Takeover of Joomla & WordPress Websites from Other Providers

URL:

CMS:

- Joomla
 - Wordpress
 - Other
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1. Frontend-Check

- Check if there are any technical bugs
- Check if there are any graphical bugs
- Check different Viewports
- Check console for errors
- PageSpeed Insights audit (<https://pagespeed.web.dev>)
- Check for legal compliance (e.g. if resources are loaded by third parties without consent).

2. Request Credentials

- Credentials for Joomla-/Wordpress adminpanel
- Credentials for Hosting-Panel

3. Check Joomla! / Wordpress version and configuration

- Check global configuration
- Check SEO settings

4. Check extensions

- Check for unused extensions that can be deleted
- Check license key and licenses
- Check for pending extension updates
- Check for custom extensions provided by the previous service provider
 - If there is any custom extension:*
 - (Technical) documentation available
 - schedule handover meeting
 - If Joomla is used:*
 - Restore update sources
 - Repair database

5. Inform customer about necessary work

- Which actions are necessary?
- Why are they necessary? What is the benefit for the customer?
- What are the costs?

6. Upselling / Onboarding Call

- Schedule onboarding call
 - Ask the customer about desired functions?
 - Ask the customer about the goals they want to achieve with their website?