

# Get Your Website Ducks in a Row Course Worksheets



As you go through the "Get Your Website Ducks in a Row" course, you will be asked many questions and instructed to record your answers in these worksheets. My intent is that once you have completed the course and filled out your answers here, you will have created a reference of what areas of website preparation you have and have not completed and a compilation of useful website information all in one place. This .PDF is editable, meaning that you can simply click on check boxes or in an area to type your answers. You can then save this document to assist you in your website creation efforts.



# Module 1: Website Preliminaries

## BRAND

T F

I have my brand **COLOR** hex codes.

If the answer is true, write down color hex codes here.

T F

I have my brand **FONTS** or know what type of fonts I want to use.

If the answer is true, write down your fonts here.

T F

I have my brand **IMAGERY STYLE**.

If the answer is true, write down your imagery style here.

T F

I have my brand **KEYWORDS**.

If the answer is true, write down your keywords here.

T F

I have my **OTHER BRAND ELEMENTS** or won't be using other brand elements.

If the answer is true, write down your other brand elements here.

T F

I have my **LOGO**.

If the answer is true, write down the logo file name(s) here.



# Module 1: Website Preliminaries

## WEBSITE TYPE

T

F

I know what **TYPE OF WEBSITE** I want to have.

If the answer is true, write down your desired website type here.

## BUSINESS CLARITY

T

F

I can clearly and succinctly **ANSWER THE JOURNALISTIC QUESTIONS** for my business.

If the answer is true, write down your answers here.

**WHO**

**WHAT**

**WHEN**

**WHERE**

**WHY**

**HOW**



## Module 2: Building an "MVP"

T

F

I know what **FEATURES** my MVP website must include.

If the answer is true, write down the features here.

T

F

I have a **DOMAIN NAME** for my website.

If the answer is true, write down your domain name here.

T

F

I know what I want my website **GLOBAL SETTINGS** to be.

If the answer is true, write down your global settings here.

T

F

I know what website **PAGES** I need.

If the answer is true, write down your pages here.

T

F

I know what I want the **MENU** locations and contents for my website to be.

If the answer is true, write down your menu information here.



## Module 2: Building an "MVP"

T

F

I know what I want to have in my website **HEADER**, **FOOTER**, and/or **SIDEBAR** areas.

If the answer is true, write down that information here.

T

F

I know what I want my website **MAP(S)** to be.

If the answer is true, write down your A. Introduce, B. Inform, C. Invite, and X. Initiate steps here.



## Module 2: Building an "MVP"

T

F

I have planned out all **5 CATEGORIES OF PAGE ELEMENTS** for each of my website pages.

If the answer is true, write down your text, media, special features, layout, and links information here and on the following pages.



# Module 2: Building an "MVP"

## 5 CATEGORIES OF PAGE ELEMENTS continued

Text, media, special features, layout, and links information for each page





## Module 2: Building an "MVP"

### 5 CATEGORIES OF PAGE ELEMENTS continued

Text, media, special features, layout, and links information for each page







## Module 2: Building an "MVP"

### 5 CATEGORIES OF PAGE ELEMENTS continued

Text, media, special features, layout, and links information for each page

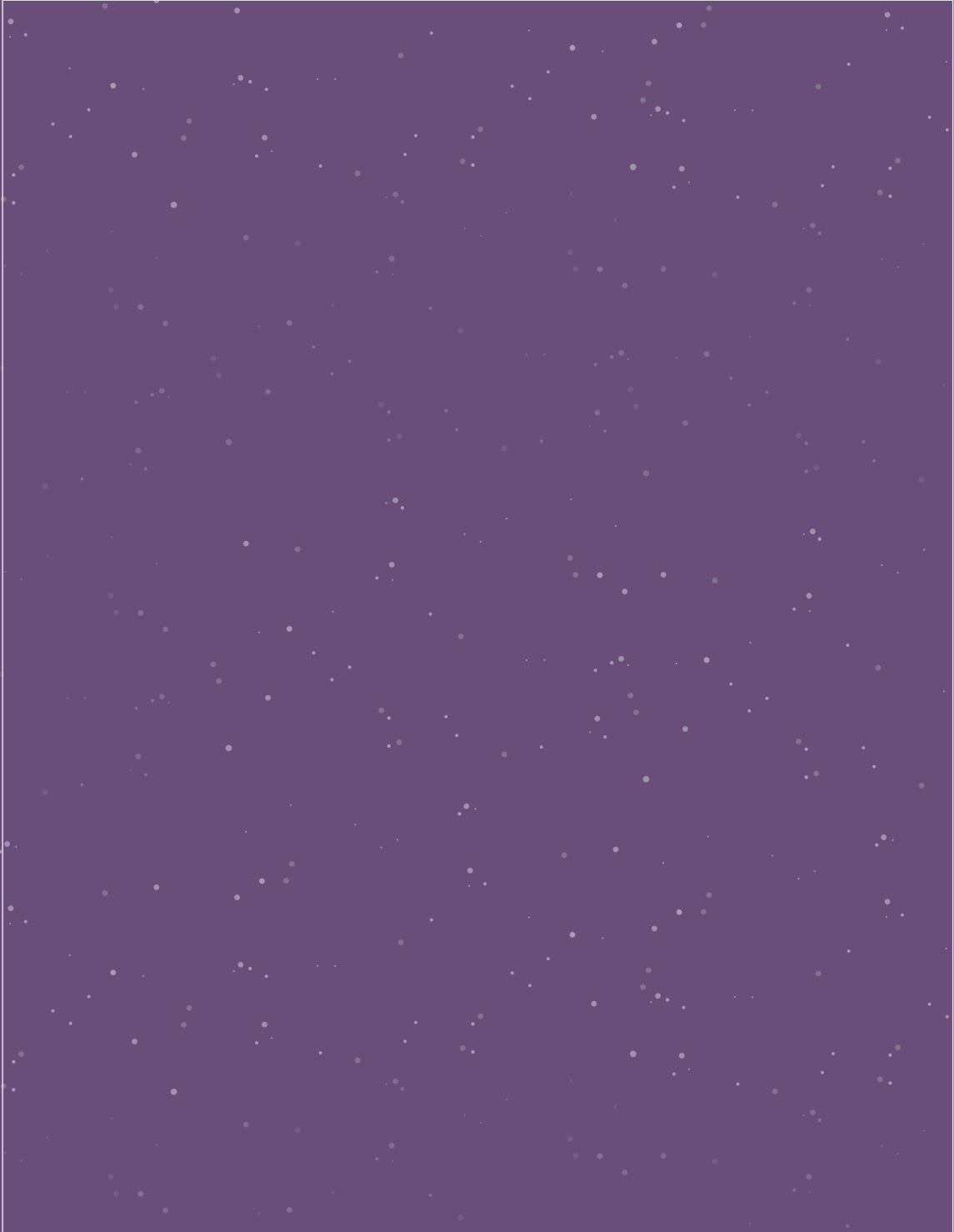




## Module 2: Building an "MVP"

### 5 CATEGORIES OF PAGE ELEMENTS continued

Text, media, special features, layout, and links information for each page

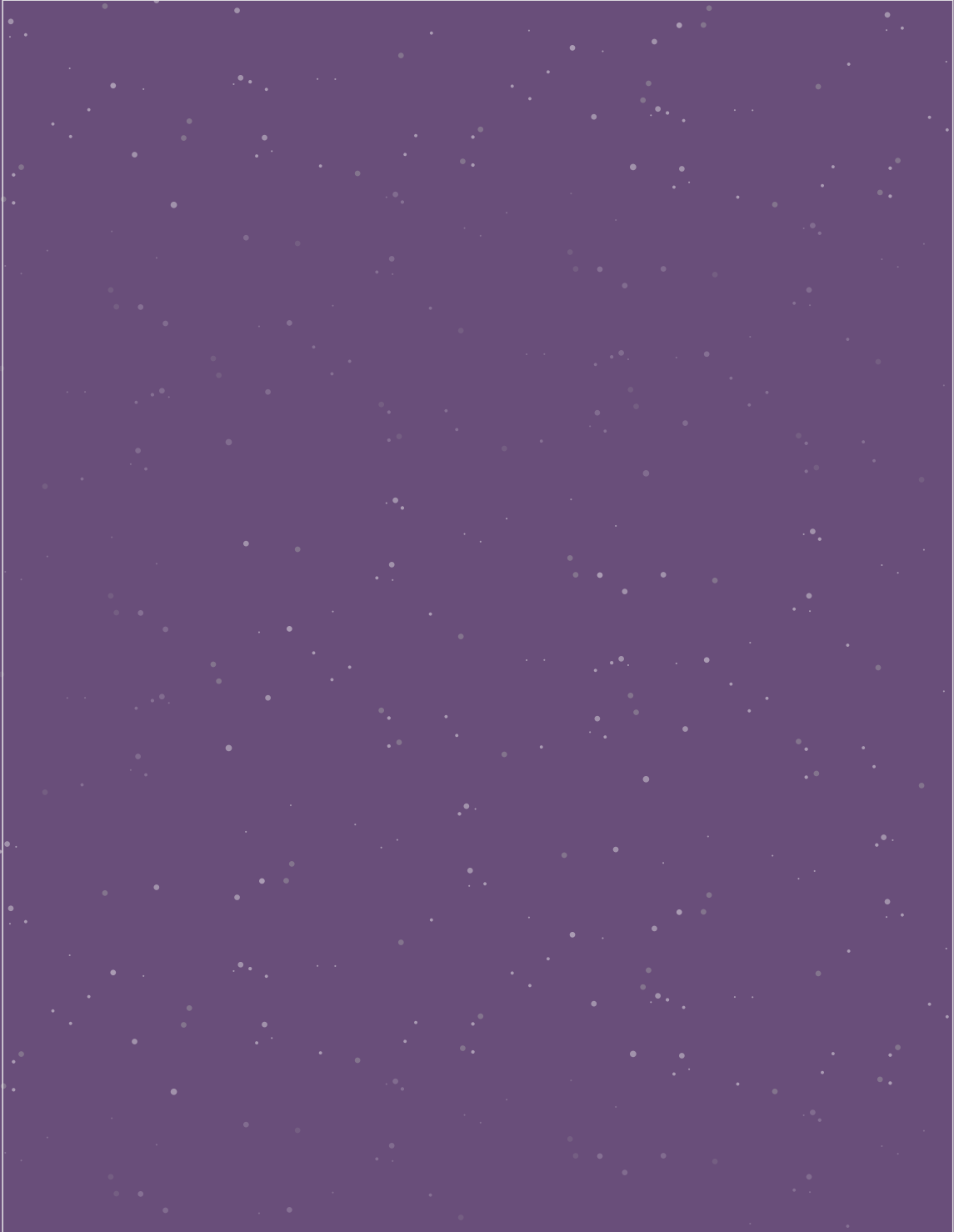




## Module 2: Building an "MVP"

### 5 CATEGORIES OF PAGE ELEMENTS continued

Text, media, special features, layout, and links information for each page





# Module 2: Building an "MVP"

## 5 CATEGORIES OF PAGE ELEMENTS continued

Text, media, special features, layout, and links information for each page





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### 5 CATEGORIES OF PAGE ELEMENTS continued

Text, media, special features, layout, and links information for each page





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## 5 CATEGORIES OF PAGE ELEMENTS continued

Text, media, special features, layout, and links information for each page





## Module 2: Building an "MVP"

### 5 CATEGORIES OF PAGE ELEMENTS continued

Text, media, special features, layout, and links information for each page





## Module 2: Building an "MVP"

T

F

I understand the importance of creating a good **MOBILE EXPERIENCE** with my website.

T

F

I understand the importance of **TESTING** my website before its release.





## Module 3: ...and More

T F

I understand the importance of **BACKUPS** for my website.

T F

I understand the importance of **MAINTENANCE** for my website.

T F

I understand the importance of **SECURITY** for my website.

T F

I believe that **ANALYTICS** may be an important addition to my website.

T F

I believe that increasing **SPEED** may be important for my website.

T F

I believe that working on my **SEO** ranking may be important for my website.

T F

I believe that **EMAIL MARKETING** may be important for my website.

T F

I understand that websites are always **WORKS IN PROGRESS**.