

| Technical | | | | |
|-------------------------------------------------------------------------------------------------------------------------------|---------|-------------|----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Question/Issue | Urgency | Assigned To | Due Date | Comments/Notes |
| Can I even log in to the site? to the server(s)? to anything else... ? | Urgent | | | <i>You should have access to the site as the highest privileged admin user.</i> |
| When does the SSL certificate expire? | Urgent | | | <i>Set a calendar reminder a month in advance so you can renew it.</i> |
| Is Drupal updated to the latest version? | Urgent | | | <i>Become very familiar with https://www.drupal.org/ Plan for Drupal 6 and 7 end-of-support</i> |
| Are the modules updated? | Urgent | | | <i>Someone needs to monitor Drupal security updates https://www.drupal.org/security</i> |
| How are updates managed? | | | | |
| Is there a custom domain name? If so, who is the domain name registrar and when does that expire? | | | | |
| Where is it hosted? | | | | <i>If you manage any hardware, is it due for replacement/upgrades? Is your hardware sized correctly?</i> |
| How long ago and where was the website backed up? | | | | <i>Backups for Drupal sites involve three things: The code, the database, and the user-uploaded files directory</i> |
| Do you have a disaster recovery plan? | | | | <i>Do you know how to restore the site from backup?</i> |
| Is there a development environment? | | | | <i>This allows you to deploy code updates to a non-production environment for testing</i> |
| Is the code version controlled? | | | | <i>Use a software tool that helps manage changes to source code over time. Ex. Git</i> |
| Is there HTTPS support? | | | | <i>All traffic to the site should be forced to HTTPS and you avoid visitors seeing a "not secure" warning.</i> |
| Are there search coverage issues with my site? | | | | <i>You should have "ownership" of the domain in Google Search Console (https://www.google.com/webmasters/)</i> |
| Are there performance issues? | | | | <i>Ex. pages or some content are slow to load.</i> |
| Does the site have any performance monitoring? | | | | <i>Ex. New Relic</i> |
| Is there a cache strategy? | | | | <i>Ex. Memcached (a memory cache server daemon) helps improve application performance by reducing the load on database servers</i> |
| When testing functionality such as webform submissions, will you inadvertently trigger emails that you didn't intend to send? | | | | |