

Site Launch Checklist

Checklist prior to launching a newly migrated or new Drupal Site

All redirects are identified* and prepared for the new site

1. Update Shib logout to point to the official live domain
 1. admin/config/people/shib_auth/advanced

Google Analytics enabled and respective account established

- Use the trinitycollegeduke@gmail.com account for Google Analytics
- Check whether we're monitoring the site
 - Ideally use the "trinity.duke.edu" account
 - Add a property if not present
- Checking at /admin/config/system/googleanalytics
 - Under **General Settings** ensure that GA number for the site is correctly entered and output at the new site
 - At **Search and Advertising** ensure **track internal search** () is enabled in both the module and GA settings page for the view
 - At **Privacy** disable **Anonymize visitors IP address** if checked

Theme is up-to-date

- **Ensure you have the most current versions** of the TTS Base Theme and it's dependent file in the sub-theme (**base/_base-colors.scss**). Version numbers should match.
- **SASS compilation** set to "Production" for correct minimization and optimization
- **tts-base-responsive-subtheme / Theme repo** updated in Gitorious
 - The original theme dir should have already been cloned
 - In the config.rb file:
 - Around lines 33/34:
 - comment environment = :development
 - uncomment environment = :production
- Confirm the maintenance page is correct
 - Theme looks correct in maintenance mode
 - Maintenance mode message matches the site

Site User's settings

- Checking at /admin/config/people/accounts
 - Confirm **Drupal user account creation** is disabled, i.e., that only Administrators may register accounts
 - Ensure the **Personalization** options are disabled
- Ensure user/1's name is other than "admin"

Server-side caching and preprocess settings

- Enable JS/CSS **preprocessing** and HTML **caching**
 - admin/config/development/performance
 - Anonymous page caching
 - Cache blocks
 - Min cache lifetime: 1 min
 - Expiration of cached pages: 1 day
 - Bandwidth optimization:
 - Aggregate and compress CSS files: **true**
 - Aggregate Javascript files: **true**

Check across all browsers

- Chrome
- Firefox
- IE 9 or greater
- A "good enough" check in IE 8

Site's error warning configuration

- Disable "**Error messages to display**"
 - admin/config/development/logging

Theme settings

- IE **compatibility** enabled
 - admin/appearance/settings/tts-base-themename / tab / assets:
 - Enable all Polyfills: (with "Defaults" selected for options)
 - Selectivizer
 - Respond
 - HTML5 Shiv
 - tab / compatibility
 - Min supported IE Version: IE 8
- Disable **development mode** for the theme
 - admin/appearance/settings/tts-base-themename / tab / Development
 - uncheck Enabled Dev extension
- Export theme settings to .info
 - run "**drush omega-export --revert**" (without quotes)

Site health check

- Check the status report page for any issues
 - admin/reports/status

Users and Permissions

- Ensure you have defined the Editor Role
- Key department people have an associated and appropriate role
- Same people added to the TTS Drupal support [listserv](#)

site spell check

- Run site through spell checker

Old domain cleanup

- Current Apostrophe site is "migrated" to an "-old" domain

Post launch actions

- Post-launch follow up for GA (non-admin site)
- 3 months out: shut down the "old" site