Site Launch Checklist

Checklist prior to launching a newly migrated or new Drupal Site

Ensure git repo on staging is up-to-date before prepping

All redirects are identified* and prepared for the new site

1. Update Shib logout to point to the official live domain
   a. admin/config/people/shib_auth/advanced
      i. A simple "/" will do. I believe Dave has ansiblized this step?

Google Analytics enabled and respective account established

- Use the trinitycollegedu@gmail.com account for Google Analytics
- Check whether we're monitoring the site
  - Ideally use the trinitycollegedu@gmail.com 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
    - For the Google Analytics location, you'll find "Site Search Tracking" under the "View Settings" for the property.
    - The query parameter should be "search" leave "strip query parameters out of URL" unchecked.
  - At Privacy disable Anonymize visitors IP address if checked

Modules

1. Disable any unnecessary modules, especially the Devel module
2. Uninstall all unnecessary tables via /admin/modules/uninstall examples include
   a. devel
   b. comment
   c. database logging
   d. overlay
   e. toolbar

Features

1. Confirm the status of any local feature packages. Update or reset if as appropriate

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.
- Ensure staging and master branches are in sync
- SASS compilation set to "Production" for correct minimization and optimization
  - In the config.rb file around lines 33/34:
    - comment #environment = :development
    - uncomment environment = :production
- tts-base-responsive-subtheme / Theme repo updated in Gitoris
  - The original theme dir should have already been cloned
- 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 (admin) account is blocked

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:
    • Compress cached pages: true
    • Aggregate and compress CSS files: true
    • Aggregate Javascript files: true

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
      • CSS3 PIE
      • 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 Information
  • Ensure that “Site Details” such as “Site Name” is correct.

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
• Moved to a script created by David Palmer
• Same people added to the TTS Drupal support listserv

Check across all browsers

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

**git**

1. Merge staging into master. Ensure both branches are the same SHA values.

**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