**Website Migration Checklist**

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|  | **Normalization Steps** | **Agency Action** |
|  | Any campaigns or important website projects that agency is planning within next 3 months? Any other migration project stoppers? |  |
| **Web manager** | Does agency have a designated **website manager** and team to work on the website review? Establish agency migration review process. |  |
| **Broken Links** | Are broken links fixed? |  |
| **ALT text** | Is missing **ALT text** on images updated? This is a required field on D8. |  |
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| **Users** | **Only Active Users** are going to be migrated.Clean up **users list**, making sure the content they created is assigned to Anonymous user, see [instructions here](https://digitalcommons.nc.gov/drupal-help/drupal-7-help/user-accounts-cancelling-or-blocking-users):   * Delete blocked users, except Administrators. * Delete people who have not logged in for an year. * All users should be using an NCID login. |  |
| **Content** | **Only Published content** is going to be migrated.   * Review all **unpublished pages** on the website, publish what is needed. * If an existing page has an unpublished draft, the published version will migrate, and the unpublished draft will not. * All previous drafts of moderated content will not be migrated. |  |
| **Spanish** | Any Drupal-created **Spanish** content on the site? |  |
| **Translate** | Does agency have or plan to implement Google Translate function? |  |
| **Pages** | * Each page needs a unique title. Check sitemap for pages with duplicate titles and make updates. * Last Modification Date: Check pages that have not been updated in over a year. Are they still relevant/needed? * Google Analytics: Review Pageviews for the last year to flag most visited pages. |  |
| **Events** | Review E**vents** and delete all old, not needed in the future. |  |
| **Landing Pages** | Review **Landing pages** for absolute links and change to relative links |  |
|  | Add a **meta description** to landing pages if it’s missing. Up to 150 characters. M**eta description** text replaces the [node:summary] in the  Meta Tags > Description field. |  |
|  | New approach for **Blocks**: in D8 Blocks belong to each Landing Page and are not reusable. [Content Types and Blocks on DC 2.0](https://digitalcommons.nc.gov/dc-20/content-types-currently-available-digital-commons-20-drupal-8) |  |
| **Press Releases** | * How many years of Press Releases should be migrated? * Delete old PR before migration. * Check the path for the Press Releases view, and normalize if needed |  |
| **Profile** | Are there any Profile pages on the website? |  |
| **Site page** | * Is **Main image** uploaded in the correct field? * Inline image will be migrated as-is |  |
| **Files** | **Only Files** linked to the published content are going to be migrated. |  |
|  | File paths will become “tags” in media browser in D8, thus documents in the root will not have any tags. Files would have same URL as agency website:  Example D7: *https://files.nc.gov/doi/documents/agent-services/2020-company-appointment-renewal-faqs.pdf*  On D8 will become: *https://www.ncdoi.gov/agent-services/2020-company-appointment-renewal-faqs.pdf* |  |
|  | All custom views will be rebuilt on the new website manually with assistance by Digital Solutions team. Review and document custom views that need to be recreated. |  |
| **Webforms** | All webforms will be rebuilt on the new website manually with assistance by Digital Solutions team. |  |
|  | **Note!** Webform submissions from the D7 site will not migrate. You will get a chance to download all submissions from D7 site before the D8 site is turned on. |  |
| **Redirects** | Review current list of redirects and delete unused/low use ones.   * Look for the Last Assessed – “Never” |  |
|  | **Agency specific content types/blocks** |  |
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|  | **Official migration sign-on established** |  |
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|  | **Two weeks before Final Migration** |  |
|  | * Agency should block all users on the D7 website to minimize the number of updates and changes. * During Migration ONLY Site Admin should be making updates and track all the changes on paper: **Date/ Page name/Updated content** * Download webform submissions |  |