

100 Tasks to Add to Your **WordPress** Checklist



WordPress Setup Checklist

To work on WordPress, you must develop a functional and visually appealing website. Here is the checklist for that -

- Buy a domain name.
- Buy a hosting plan from a reputable hosting company specializing in WordPress hosting. It is better to choose either Liquid Web or Nexcess.
- Install the latest version of the WordPress core software on your server.

Basic WordPress Development Checklist

The following checklist is a brief starting point. While several specific tasks need to be done, everyone has their way of doing things. Incorporate this list as you develop your workflow.

- Set up your domain in cPanel or your host's web hosting panel.
- Set up a new database and user in cPanel or your host's web hosting panel.
- Record new domain and database information into the tracking software.
- Change the DNS on the domain to the correct name servers.
- Set up a WordPress staging environment.
- Clone WordPress if tweaking an existing site.
- Delete the existing website files.
- Remove the WordPress default content, such as the Hello, World! post.
- Delete the wp-config-sample.php file.
- Install a WordPress theme. It is better to go for Kadence Theme.
- Install the required WordPress plugins.
- Develop a sitemap.
- Develop a 404 page.
- Include any additional Administrator users.
- Incorporate a favicon.
- Include alt tags to all website images.
- Combat spam (Use the plugin Akismet to save time).

- Set up a contact form.
- Update your user profile.
- Ensure the timezone is correct.
- Start tracking metrics with Google Analytics.
- Old website URLs are 301 redirected to new URLs.
- Add blog categories and remove the “Uncategorized” category.
- Test the website on various devices and browsers.
- Test everything minutely.

WordPress Security Checklist

Hackers and bots often target WordPress sites to exploit some common default settings. Use the following checklist to strengthen the security of your WordPress site.

- Update WordPress core to the latest version.
- Install a WordPress security plugin like iThemes Security to perform vital WordPress security tasks.
- Activate and set up WordPress two-factor authentication.
- Enable WordPress brute force protection to protect your website against attackers that try to randomly guess login details to your site.
- Turn on Passwordless Logins for privileged users.
- Enable Trusted Devices to identify the devices that you and other users use to log in to your WordPress site.
- Turn on File Change Detection to watch for changes to your files.
- Enable Network Brute Force Protection to join the iThemes Security brute force protection network.
- Turn on iThemes Security’s Site Scan feature twice daily to check for vulnerable plugins, themes, and WordPress core versions.
- Turn on Version Management to automatically update vulnerable plugins or themes if Site Scan discovers a vulnerability.
- Enable User Logging to log user actions, including login, editing or saving content, and other actions.

- Disable the File Editor in WordPress Tweaks.
- Enable Magic Links to make sure legitimate users don't get locked out.
- Whitelist your IP Address.
- Check your WordPress file permissions.
- Turn on reCAPTCHA for your WordPress user registration, password reset, comments, and login forms.
- Review your WordPress security logs to see a summary of security-related activity on your site, including brute force attacks.

WordPress Backup Checklist

WordPress doesn't come with a built-in backup solution. So, you need a WordPress backup plugin to back up your website's database and files. This checklist will make that task easier for you.

- Install a WordPress backup plugin, such as BackupBuddy.
- Run a manual backup to backup your entire WordPress installation, including the WordPress database, themes, all files, media library, plugins, etc.
- Download the backup zip file of your WordPress website.
- Set up remote destinations for your remote WordPress backup storage to store your WordPress backups safely off-site.
- Set up automatic WordPress backup schedules to run your backups automatically.
- Enable Stash Live for real-time, cloud-based WordPress backups.

WordPress SEO Checklist

A good SEO strategy for your WordPress site helps you go a long way. A website is only as good as its SEO strategy. Well-executed SEO is the difference between 500 and 10,000 daily visitors. Here is the SEO checklist to follow -

- Install a WordPress SEO plugin like Yoast or RankMath.
- If you are new to SEO, review free SEO training and the basics of SEO for WordPress.
- Make sure all the pages and posts have a unique title, less than 70 characters.

- Make sure all pages and posts have unique meta descriptions, less than 156 characters.
- Make sure all pages and posts have less than 10 keywords that appear in the page copy.
- Build the first sitemap and ping search engines.
- Connect Google Analytics.
- Include Google Analytics Tracking ID in your theme's settings.
- Activate Google Analytics Dashboard for WordPress and add the Tracking ID.
- Connect Google and Bing Webmaster tools.
- Confirm WordPress permalink settings are not Default for SEO purposes.
- Make sure there is only one `<h1>` tag and it contains the page keyword.
- Confirm all images have alt tags with appropriate keywords.
- Use external and internal links within your content.

General WordPress Checklist

It is a kind of catch-all list with things you should double-check and steps that may not have a specific category to fall in. Let's check it out.

- Remove all Lorem Ipsum text.
- Test your site on all supported browsers.
- Proofread site copy for grammar and spelling errors.
- Confirm all links are working properly.
- Confirm your 404 page is created or customized.
- Ensure all required fonts, images, plugins, etc., are on file.
- License all premium plugins and themes.
- Make sure client Gravatars are set up for their email address.
- Change the site tagline.
- Make sure images are correct and have been optimized for the web (resize all large images).
- Test responsive design at standard phone & tablet sizes.

- Confirm your website favicon is working.
- Make sure the header (or company logo) is linked to the home page.
- Confirm your page load time is within 3 seconds.
- Confirm all external hyperlinks open in a new tab.
- Check that all Social Media sharing and links are working correctly.
- Confirm all forms are correct and submit them to appropriate locations.
- Confirm admin email address is correct.
- Confirm the time zone is correct.

WordPress Launch Checklist

Remembering a lot of tiny details is often difficult for you. We will help you free up mental "RAM" with this website launch checklist.

- Consider the previous checklists to ensure all setup, backup, development, security, SEO, and general tasks are properly completed.
- Turn on Site Visibility in Settings > Reading.
- Check for broken links on links and redirections.
- Make sure default/Lorem Ipsum content has been deleted.
- Confirm contact form is working and notifications are set up.
- Share your website on social media.

WordPress Maintenance Checklist

Only developing a WordPress site is not enough. You must maintain it regularly by adding new content and keeping WordPress plugins and themes updated to the latest version. Here is a checklist to follow -

- If you manage multiple WordPress sites, use a WordPress maintenance tool like iThemes Sync.
- Run core WordPress updates when a new WordPress version is available.
- Turn on auto-updates for plugins that can be auto-updated. Use iThemes Sync to perform regular updates.



- Turn on auto-updates for themes that can be auto-updated. Use iThemes Sync to perform regular updates.
- Test backups to make sure they are working properly.
- Perform user security checks to maintain user security standards.
- Monitor organic traffic to improve SEO.
- Use iThemes Sync to optimize your database.
- Check your Google Lighthouse score for ongoing improvements to your site's SEO, accessibility, and performance metrics.
- Update or add content weekly.



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