



CREATIVE DELIVERY

Website project intake checklist

A structured intake for website work, covering goals, users, content, access, technical context, launch needs, and decision makers.

A practical worksheet from Stelaah

Use it, adapt it, and save it with the client work it supports.

HOW TO USE THIS

You are starting a new website or redesign project.

WORK THROUGH THE CHECKLIST

- ☐ 01 **Define users and goals**

- ☐ 02 **Inventory pages and content**

- ☐ 03 **Collect platform access**

- ☐ 04 **Note technical constraints**

- ☐ 05 **Set launch criteria**

- ☐ 06 **Name approvers**

Before you close this

Name one owner, one next action, and one date. A worksheet only helps when the next commitment is visible to the people doing the work.

Notes and decisions

Use this page to record what changes after you work through the checklist.

This practical workflow resource is not legal, financial, tax, or security advice. Adapt it to your team and circumstances.