Staging On-Site Process

If the new website is being built in-house



- [ ] Check whether there are enough pages sold based on the SEO campaign.
- [ ] Check with the SEO team whether the site structure is SEO friendly.
- [ ] Create appropriate templates for all SEO target pages.
- [ ] Create a staging onsite request 2 weeks to 1 month prior to launching the new live site.

  Once the tech team has done the staging on-site, they will freeze the request by asking the AM/PM to let us know when the site is launched.

  - [ ] Check the staging site logins before sharing it with us so that we can save time
- [ ] Send email to the tech who has done the onsite on staging site and cc:

  That way we can work on the new live site even if the initial tech person who worked on the staging site is not available.

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