

ORGANIZING YOUR WEBSITE SOFTWARE AND RELATED TOOLS

Please do not type your passwords
on same page as your user name

Website address : _____
Date of this report: _____

Worksheet provided by
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	Webhosting	Domain name	Email Service
VENDOR			
Who <u>knows</u> the username and password.			
When is expiration/renewal date?			
Who is in charge of monitoring and updating this tool?			
What is the <u>purpose</u> of using this tool for my business?			
What is the negative impact if this tool is <u>not</u> properly maintained?			
How important is this tool the <u>everyday function</u> of my business?	(choose one) Critical Important Nice to have Not important	(choose one) Critical Important Nice to have Not important	(choose one) Critical Important Nice to have Not important
Annual Cost?			
Special notes			

	Blog/Content Management System	Website Statistics	(Other)	(Other)
VENDOR				
Who <u>knows</u> the username and password.				
When is expiration/renewal date?				
Who is in charge of <u>monitoring and updating</u> this tool?				
Who is in charge of <u>creating content</u> for this tool?				
What is the <u>purpose</u> of using this tool for my business?				
What is the negative impact if this tool is <u>not</u> properly maintained?				
How important is this tool the <u>everyday function</u> of my business?	(choose one) Critical Important Nice to have Not important	(choose one) Critical Important Nice to have Not important	(choose one) Critical Important Nice to have Not important	(choose one) Critical Important Nice to have Not important
How important is this tool the <u>long term growth</u> of my business?	(choose one) Critical Important Nice to have Not important	(choose one) Critical Important Nice to have Not important	(choose one) Critical Important Nice to have Not important	(choose one) Critical Important Nice to have Not important
Annual Cost?				
Special notes:				