

**Web Review Form**  
Page Reviews, Updates and Revisions

Name	Department	Division	Web Responsibility	Phone	Date
<b>Reviewed By:</b>					
<b>URL (Web Address)</b>					
<b>Web Structure</b> Check for organization and naming conventions of folders and files within the web.					
✓					
<b>Templates:</b> Check for "new" templates, broken tables, etc.					
✓					
<b>Style Sheets:</b> Check for style sheet usage.					
✓					
<b>Crumbtrail:</b> Check links for spelling, accuracy and functionality.					
✓					
<b>Navigation:</b> Check left-hand navigation bar and page titles for spelling, accuracy and functionality.					
✓					
<b>Links:</b> Check any hyperlinks on the pages for accuracy and functionality.					
✓					
<b>Content:</b> Check for duplication of information, spelling, grammar, etc.					
✓					
<b>Graphics:</b> Check for size and placement, as well as content and site "continuity."					
✓					

**Forms**

If forms are used, check for functionality.

✓

**Other:**

Check any other parts of the web for accuracy and functionality.

✓