✅ Manual QA Checklist for WordPress Site Maintenance

🔧 1. Core WordPress Updates

- WordPress core is updated to the latest stable version

- Site is running on a supported PHP version (8.1 or newer recommended)

- Site functions properly after updates (no broken layouts or fatal errors)

- No deprecated warnings or errors in logs

🧩 2. Plugin & Theme Maintenance

- All active plugins are updated to latest versions

- All themes (active and inactive) are updated

- No plugin conflicts or site breakage after updates

- Unused or abandoned plugins/themes are removed

- Check changelogs of critical plugins for breaking changes

🗃️ 3. Database Optimization

- Spam and trash posts/comments are cleaned

- Post revisions, transients, and orphaned metadata are cleared

- Database tables are optimized (using tools like WP-Optimize or phpMyAdmin)

- Backups taken before and after major cleanups

💾 4. Backup & Restore Check

- Daily/weekly backup schedule is enabled (manual or via plugin)

- Most recent backup is present and complete

- Backup files are stored offsite (Google Drive, Dropbox, S3, etc.)

- Restore process is tested at least quarterly

🔐 5. Security Review

- Security plugin is active (Wordfence, Sucuri, iThemes Security, etc.)

- Login protection (2FA, CAPTCHA, or limit login attempts) is enabled

- Firewall and malware scanning is active

- Admin username is not "admin" or default

- No suspicious users, files, or plugins found

- Error logs reviewed for signs of intrusion

🚀 6. Performance Optimization

- Caching is enabled and working (e.g., WP Rocket, W3 Total Cache)

- Image optimization is configured (e.g., WebP, compressed images)

- PageSpeed score checked (Google PageSpeed, GTmetrix, etc.)

- Database and object caching (e.g., Redis, Memcached) working if configured

- Lazy load is active for images and iframes

📱 7. Cross-Browser & Device Testing

- Homepage and key pages tested on:

- - Chrome

    - Firefox

    - Safari

    - Edge

- Responsive layout tested on:

    - Desktop

    - Tablet

    - Mobile (iOS/Android)

- No overlapping menus, broken sliders, or CTA button issues

🧪 8. Functionality Testing

- Contact forms submit successfully and emails are received

- CAPTCHA/spam protection works on forms

- Login/logout process is functional

- Search functionality works

- Commenting system works (if enabled)

- No broken buttons, links, or JS/CSS errors

🌍 9. SEO & Indexing Health

- XML sitemap is accessible and updated (`/sitemap.xml`)

- Robots.txt is correctly configured (no accidental blocking)

- Site is indexable (no "Discourage search engines" in settings)

- SEO plugin (Yoast, Rank Math) is active and functioning

- No 404 errors or redirection loops for key URLs

📬 10. Email Functionality

- WordPress transactional emails (contact, reset password) are sending

- SMTP plugin (e.g., WP Mail SMTP) is configured and working

- Email logs are clean and without errors

- Test form submissions trigger expected email notifications

🔎 11. Error Log & Debug Review

- No critical errors or warnings in `wp-content/debug.log` or server error log

- Cron jobs are running as expected (`wp-cron.php` checked)

- Plugins not generating excessive log data or PHP warnings

- 404 monitor (if enabled) shows no abnormal activity

📋 12. License & Expiry Checks

- All premium plugins/themes licenses are valid and not expired

- SSL certificate is active and not expiring soon

- Domain name is not nearing expiration

- Hosting plan is active and not nearing resource limits

📄 13. Accessibility & Compliance (Optional but Recommended)

- Contrast ratios are acceptable

- Keyboard navigation works

- Form labels are accessible

- Privacy policy and cookie notices are visible

- GDPR/CCPA consent tools configured (if applicable)

🔁 Recommended Maintenance Frequency

Task	Frequency
Plugin/theme/core updates	Weekly or bi-weekly
Backups	Daily or Weekly
Full QA maintenance	Monthly or Quarterly
Security scans	Weekly
Performance & SEO check	Monthly