Enterprise Site Audit Process
2013

QA	Web Development	Project Manager	Technical Director
2 – Run a Quick Text 3 – Run a Module Summary 4 – Run a Traffic Projection/Analysis 5 – Run a PCI Scan 6 – Supply Completed Data to Web Development	7 – Run a Manual Code Review 8 – Run a Site Speed Test 9 – Identify "Bad" Modules 10 – Review PCI Scan Results 11 - List Summary of Findings 12 – Draft Final Report/Statement 13 – Submit Draft ESA Final to Technical Director for review	1 – Send Welcome Letter requesting Access information including Google Analytics. 17 – Keep in contact with Client and update timeline. 18 – Receive Final Report/Statement from Technical Director 19 – Begin Proofing Process 20 – Send final ESA Report to Client 21 – Contact Client, with Sales, about 1.5 – 2 weeks after delivery of report	14 – Receive Draft ESA Final from Web Development 15 – Determine if Software Development involvement is required. If No – 16 – Sent Draft ESA Final to Project Manager to proof **If Yes – go to ESA Extended process**

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Enterprise Site Audit Process – Check List
2013

Check	#	Process	Responsible
☐	**1**	Send Welcome Letter requesting Access information	Project Manager
☐	**2**	Run a Quick Text	QC
☐	**3**	Run a Module Summary	QC
☐	**4**	Run a Traffic Projection/Analysis	QC
☐	**5**	Run a PCI Scan	QC
☐	**6**	Supply Completed Data to Web Development	QC
☐	**7**	Run a Manual Code Review	Web Development
☐	**8**	Run a Site Speed Test	Web Development
☐	**9**	Identify "Bad" Modules	Web Development
☐	**10**	Review PCI Scan Results	Web Development
☐	**11**	List Summary of Findings	Web Development
☐	**12**	Draft Final Report/Statement	Web Development
☐	**13**	Submit Final ESA Report/Statement to Technical Director	Web Development
☐	**14**	Receive Final Report/Statement from Web Development	Technical Director
☐	**15**	Determine if Software Development involvement is required	Technical Director
☐	**16**	If NO – Send Draft ESA Final to Project Manager to proof	Technical Director
☐	**17**	Keep in contact with Client and update timeline	Project Manager
☐	**18**	Receive Final Report/Statement from Technical Director	Project Manager
☐	**19**	Begin Proofing Process	Project Manager
☐	**20**	Send final ESA Report to Client	Project Manager
☐	**21**	Contact Client, with Sales, about 1.5 – 2 weeks after delivery of report	Project Manager

Enterprise Site Audit EXTENDED Process
2013

QA	Web Development	Project Manager	Technical Director	Software Development
2 – Run a Quick Text 3 – Run a Module Summary 4 – Run a Traffic Projection/Analysis 5 – Run a PCI Scan 6 – Supply Completed Data to Web Development	7 – Run a Manual Code Review 8 – Run a Site Speed Test 9 – Identify "Bad" Modules 10 – Review PCI Scan Results 11 - List Summary of Findings 12 – Draft Final Report/Statement 13 – Submit Draft ESA Final to Technical Director for review 17a – Request Store Download via Support 17b – Request Server Specs via Support 19 – Receive Store Download & Server Spec information from Support 20 - Send Code Review, Mod Summary, Problem Area's, Store Download and Server Spec Info to Software 25 – Receive Software Development Findings from Software Development. 26 – Update Draft ESA Final and submit to Technical Director	1 – Send Welcome Letter requesting Access information including Google Analytics. 18 – Keep in contact with Client and update timeline. 29 – Receive ESA Final Report/Statement from Technical Director 30 – Begin Proofing Process 31 – Send final ESA Report to Client 32 – Contact Client, with Sales, about 1.5 – 2 weeks after delivery of report	14 – Receive Draft ESA Final from Web Development 15 – Determine if Software Development involvement is required. If Yes – 16 – Notify Web Development to begin Software Development Process. 27 - Receive updated Draft ESA Final from Web Development 28 – Review updated Draft of ESA Final and send to Project Manager.	21 - Receive Code Review, Mod Summary, Problem Area's, Store Download and Server Spec Info from Web Development 22 – Run a Website Scalability Test 23 – Run a Site Performance Analysis 24 – Send Software Development findings to Web Development

Enterprise Site Audit EXTENDED Process – Check List
2013

Check	#	Process	Responsible
☐	1	Send Welcome Letter requesting Access information	Project Manager
☐	2	Run a Quick Text	QC
☐	3	Run a Module Summary	QC
☐	4	Run a Traffic Projection/Analysis	QC
☐	5	Run a PCI Scan	QC
☐	6	Supply Completed Data to Web Development	QC
☐	7	Run a Manual Code Review	Web Development
☐	8	Run a Site Speed Test	Web Development
☐	9	Identify "Bad" Modules	Web Development
☐	10	Review PCI Scan Results	Web Development
☐	11	List Summary of Findings	Web Development
☐	12	Draft Final Report/Statement	Web Development
☐	13	Submit Final ESA Report/Statement to Technical Director	Web Development
☐	14	Receive Final Report/Statement from Web Development	Technical Director
☐	15	Determine if Software Development involvement is required	Technical Director
☐	16	If YES – Notify Web Development to begin Software Development Process.	Technical Director
☐	17a	Request Store Download via Support	Web Development
☐	17b	Request Server Specs via Support	Web Development
☐	18	Keep in contact with Client and update timeline.	Project Manager
☐	19	Receive Store Download & Server Spec information from Support	Web Development
☐	20	Send Code Review, Mod Summary, Problem Area's, Store Download and Server Spec Info to Software	Web Development
☐	21	Receive Code Review, Mod Summary, Problem Area's, Store Download and Server Spec Info from Web Development	Software Development
☐	22	Run a Website Scalability Test	Software Development
☐	23	Run a Site Performance Analysis	Software Development
☐	24	Send Software Development findings to Web Development	Software Development
☐	25	Receive Software Development Findings from Software Development.	Web Development
☐	26	Update Draft ESA Final and submit to Technical Director	Web Development
☐	27	Receive updated Draft ESA Final from Web Development	Technical Director
☐	28	Review updated Draft of ESA Final and send to Project Manager.	Technical Director
☐	29	Receive ESA Final Report/Statement from Technical Director	Project Manager
☐	30	Begin Proofing Process	Project Manager
☐	31	Send final ESA Report to Client	Project Manager
☐	32	Contact Client, with Sales, about 1.5 – 2 weeks after delivery of report	Project Manager

Enterprise Site Audit Process – Welcome Letter
2013

Hello,

Thank you for the opportunity to serve your organization.

My name is Glo McCollough and I will be your main point of contact throughout the Enterprise Site Audit (ESA) process.

In advance of project initiation, please reply to this email with any website issues that you have recently noticed (i.e. page-load times, errors, etcetera). This knowledge will be extremely beneficial in assisting our team in localizing potential issues.

In addition to issue determination, and to begin the ESA process, we will need full access to your store including its admin. For efficiency, we have created an online form for you to complete. Please fill it out in its entirety, as all sections, including the section on Google Analytics, are needed to develop your ESA.

The online form can be found here: https://www.mivamerchant.com/ecommerce-web-design/client-access-form

Once finalized your Enterprise Site Audit will contain a complete summary as well as 7 sections of recommendations and precise data for you to review and determine if next steps are in order.

These sections are:
1. PCI Scan Results
2. Manual Code Review
3. Site Speed Review
4. Module Review
5. Traffic Analysis
6. Ecommerce Quick Test
7. Module Review Detail

If you have any questions, please feel free to contact me at any time.

Sincerely,

MIVA MERCHANT

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Glo McCollough
Project Manager - Professional Services | Miva Merchant
Ph: 858.731.4165 | Fax: 858.731.4200
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MIVA MERCHANT

Enterprise Site Audit Process — Thank You Letter
12/4/12

Hello,

After careful evaluation, your Enterprise Site Audit is now complete and attached to this email.

Please note that I will be in contact with you in one week to inquire if you like to speak with a developer regarding any of the findings on your ESA.

With appreciation,