

Team Guru Website Build SOP Checklist

Setup & Configuration

- ☐ Step 1: Install the Guru WordPress Base Setup
- ☐ Step 2: Configure Base WordPress Settings
- ☐ Step 3: Customize the Global Settings
 - ☐ Set Global Styles via Divi Theme Customizer
 - ☐ Update the Global Header & Footer via Divi Theme Builder

Pre-Launch Page Setup

- ☐ Step 4: Update the Coming Soon Page
- ☐ Step 5: Design and Populate the Home Page
- ☐ Step 6: Edit the About Us Page
- ☐ Step 7: Build the Service Pages (*if applicable*)
- ☐ Step 8: Build the Alternate Main Content Page (*for non-service websites*)
- ☐ Step 9: Edit the Contact Us Page

Linking & CTA

- ☐ Step 10: Update Home Page and Main Menu Services Links
- ☐ Step 11: Create a Custom CTA Page (*if applicable*)
- ☐ Step 12: Edit the Global Header CTA Popup

Final Steps

- ☐ Step 13: Final Front-End Review and Testing
- ☐ Step 14: Notify Your Project Manager