

## WELCOME ONBOARD!

As part of the onboarding process, this checklist has been created to highlight the key stages and checks required during your transition over to the new platform. There are some details that we will need from you and some details that you will need from us. When you are approaching Go Live readiness complete the checklist.

### 1. CONTENT AUDIT

Conduct an audit of your site contents, checking: Links, Pages, Plugins are all working as expected.

### 2. ACCESSIBILITY REVIEW

Review your site for [Accessibility](#) issues & make any necessary adjustments. Create your Accessibility Statement.

### 3. WELSH LANGUAGE SITE CHECKS

Check that your Welsh Translated content is in place and that No Unnecessary English text appears on your Welsh language site.

Check that all links are set to link to Welsh equivalent sites where applicable. Ensure that your [Page Mapping](#) links between your English and Welsh language content are in place & add in where needed.

### 4. ALTERNATIVE PLATFORMS

Check the appearance of your site when viewed across Mobile platforms & make any necessary adjustments.

### 5. MURA SITE MESSAGE

Place a 'Beta' site message on your Mura site with links back to your (Soon to be) Archived Cascade Site.

### 6. INFORM DIGITAL HEALTH & CARE WALES (DHCW)

Inform DHCW of your proposed Go Live Date – We would need 5 working days' notice

[RFW-WEB@wales.nhs.uk](mailto:RFW-WEB@wales.nhs.uk)

Request the creation of a Site Banner for your Cascade Site. This would Inform your users that your Cascade site is set for closure & display the link to your new CMS Site.