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Usability Checklist

Architecture and Navigation
_ Does the structure fit the purpose?
_ Is the navigation scheme clear?
_ Where are you?
_ How do you find what you want?
_ Is there a reasonable number of navigation bar choices?
_ Are navigation bar choices logically ordered?
_ Do link names match page names?
_ Are links clearly marked?
_ Is there a clearly marked link back to the home page?
_ Is there an option to search for information?
_ Is there a site map?
_ Does every page make it clear which web site you're in?
_ Does the user have control over navigation?

Layout and Design
_ Does page size exceeds window size?
_ Is layout consistent between pages?
_ Is there a clear focal point on each page?
_ Does the layout work visually?
_ Is alignment used effectively?
_ Is grouping used effectively?
_ Is there good contrast?
_ Is the layout cluttered?
_ Is it aesthetically pleasing?

Content
_ Is the text clear and concise?
_ Is text organized in small chunks?
_ Are there spelling or grammar errors?
_ Do pages include introductory text?
_ Do multimedia components support the task?
_ Are units of measure clear and unambiguous for international use?
_ Date and time? _ Phone numbers? _ Address and postal codes?

Forms and Interaction
_ Do forms support the task?
_ Do dialogues follow a logical progression?
_ Is it clear where to go next?
_ Are dialogue methods concise and consistent?
_ Are form elements used properly?
_ Are elements grouped properly?
_ Are there clear Submit buttons?

Graphics
_ Is image quality adequate?
_ Do the images include alternate text?
_ Do the images include size information?
_ Do the images use a consistent light source?
_ Are images stored for maximum compression?
_ Is mouse-over feedback provided? Is it useful?
_ Are animations useful? Are there too many? Are they properly compressed?

Color
_ Is the choice of colors appropriate for site?
_ Are too many colors used?
_ Are colors used consistently?

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_ Are graphics colors dithered?
_ Do color choices work in grayscale?

Typography
_ Is the text legible?
_ Is the font size large enough?
_ Is the font color appropriate and is there sufficient contrast?
_ Is the text formatted for 10 to 12 words per line?
_ Are there sufficient margins?
_ Are typefaces used properly and consistently?

Error Tolerance
_ Do users need to remember items across pages or sessions?
_ Are confirmations provided before risky or costly actions?
_ Are risky or costly actions reversible?
_ Are entry errors caught locally?
_ Do error pages provide useful information?
_ Do search-error pages provide search broadening tips?
_ Is help available?
_ Is help task-oriented?
_ Is help contextual?

Platform and Implementation
_ Is load-time fast enough? Does it load in 3 to 15 seconds?
_ Do all the links work?
_ Are there broken images?
_ Are pages written to be found by search engines?
_ Does the site work with user's browser?
_ Does the site work with user's hardware platform?
_ Does the site work on high- and low-resolution monitors?
_ Are nonstandard plug-ins required? Are they necessary or useful?

Accessibility Checklist

Content must be perceivable
- Text alternatives for all non-text content is provided
- Synchronized alternatives for multimedia is provided
- Information and structure can be separated from presentation
- Foreground information is easily distinguishable from its background

Interface components in the content must be operable

- All functionality operable via a keyboard interface
- Users are allowed to control time limits on their reading or interaction
- Users are allowed to avoid content that could cause seizures due to photosensitivity
- Mechanisms to help users find content, orient themselves within it, and navigate through it are provided
- Site helps users avoid mistakes and make it easy to correct mistakes that do occur

Content and controls must be understandable
- Text content is readable and understandable.
- Placement and functionality of content is predictable.

Content should be robust enough to work with current and future user agents (including assistive technologies)

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- Compatibility with current and future user agents (including assistive technologies) is supported
- Content is accessible or an accessible alternative is provided.

The Clients website Company uses usability and accessibility best practices to not only help businesses reach their potential market but also to enhance their search engine's optimization. The better constructed and coded a site, the more user friendly it is. It's that simple. We do not charge extra, because it is not an extra it is a given.

Source: *Usability for the Web: Designing Web Sites that Work* by Tom Brinck, Darren Gergle, and Scott Wood. Morgan Kaufmann Publishers, San Francisco