Contract Preparation Checklist

Context	Item	Checked?
Project Overview	Is there a clear description of the web development project?	
	Are the goals and objectives of the project clearly stated?	
	Is there a detailed explanation of the desired features and functionality?	
Scope of Work	Is there a comprehensive and specific scope of work defined?	
	Are the deliverables clearly outlined, including specific functionalities, modules, or components?	
	Is there a timeline or schedule for each phase or milestone of the project?	
Development Process	Is there a description of the development methodology or process to be followed?	
	Are there provisions for client feedback, approval, and change management during the development process?	
Technical Requirements	Are the technical requirements, such as programming languages, frameworks, and platforms, specified?	
	Are there any specific integrations or third-party services that need to be incorporated?	
Design and User Interface	Is there a provision for the design and user interface requirements?	
	Are wireframes, mockups, or design guidelines included?	
Content and Data	Is there a provision for the client's responsibilities regarding content creation and data management?	
	Are there any specific requirements for data migration or integration with existing systems?	
Testing & Quality Assurance	Is there a section defining the testing and quality assurance process?	
	Are there provisions for both functional and non-functional testing?	
Maintenance and Support	Is there a provision for post-launch maintenance and support?	

Are the terms, duration, and costs of maintenance and support clearly stated?		
Payment Terms	Are the payment terms clearly defined, including project milestones and payment schedules?	
	Are there any provisions for additional charges or change requests?	
Ownership and Intellectual Property	Are the provisions for ownership of the developed software clearly stated?	
	Are there any restrictions on the use or licensing of the intellectual property?	
Confidentiality and Non-Disclosure	Is there a clause outlining the confidentiality and non-disclosure obligations?	
	Are there provisions to protect the client's sensitive information?	
Limitation of Liability	Is there a provision that limits the developer's liability for damages or losses?	
	Are any disclaimers or exclusions of warranties clearly stated?	
Termination	Are the circumstances under which the contract can be terminated clearly defined?	
	Are the notice periods and procedures for termination clearly outlined?	
Dispute Resolution	Is there a clause specifying the preferred method of dispute resolution (e.g., mediation, arbitration, litigation)?	
	Are any jurisdictional or governing law provisions adequately included?	
Signatures and Execution	Have all parties involved signed and executed the contract properly?	