

Website review

A practical agenda for your next team session.

THE GOAL

Agree on the three changes that will help visitors understand and use the website.

TIME	ACTIVITY
00-10 min	Set the audience and the goal
10-30 min	Walk through one visitor task
30-50 min	Review the page on a phone
50-75 min	Choose three improvements
75-90 min	Assign owners and next steps

BRING

A laptop, a phone, and a page you want to improve.

Decide what to fix.

Use observations you can act on.

CHECK THE BASICS

- ☐ The first screen explains what the product does.
- ☐ The main action is clear and works with a keyboard.
- ☐ Text and controls are readable on a phone.

THREE CHANGES TO MAKE

Change	Owner	Due
01		
02		
03		

BEFORE YOU FINISH

Set a date to review the changes together.
