

Website handover & care sample

Fieldwork Studio / fictional example

Purpose and owner	Help visitors understand the fictional landscape-design service and prepare a useful enquiry. Responsible role: Studio owner. This sample is not a live client handover.
Page and content map	Home: service and value proposition. Services: scope and fit. Approach: consultation, design and handover. Contact: information needed for a first conversation. Keep essential information available on mobile.
Before release	Confirm every factual statement and asset permission. Inspect agreed desktop/mobile views. Follow each navigation, download and enquiry path. Check headings, labels, visible focus, text enlargement and image descriptions.
Assets and rights	Maintain an inventory with filename, origin, permitted use, credit requirement and expiry/review point. The original abstract garden illustration in this demonstration is decorative and is not presented as a client project.
Access register	Record the site owner, hosting account, domain registrar, recovery contact and renewal dates in the appropriate controlled record. Store credentials in the approved password manager, never in this guide.
Acceptance exercise	The owner changes a service paragraph, replaces a permitted image, previews the result and identifies the recovery path. Record who performed it, the version inspected and any difficulty.

Care routine and recovery

Weekly / when a service changes	Check whether published service details still match the actual offer. Review any operational enquiry backlog only once a live enquiry service is authorised.
Monthly	Follow the main navigation and enquiry path. Check external links and downloads. Confirm who owns upcoming renewals. Update content in one controlled source, then inspect the published result.
After a material change	Save the previous version; preview the changed page and related links; inspect mobile and keyboard use; obtain the required release decision; publish the exact checked version and verify it.
If something goes wrong	Identify the affected page and impact. Stop the affected action if necessary. Restore the last known good version using the agreed hosting process. Record the cause and repeat the affected checks before resuming.
Maintenance boundaries	Agree whether care includes copy changes, software updates, backups, incident response or only periodic checks. Do not imply unlimited support or a response time without a capacity agreement.
Evidence record	Version / date / change / reviewer / checks / result / unresolved limitation / recovery version. Sample blank: v__ __ __ __ __ __ __ __ __.
Status	Fictional teaching sample created 09 Sep 2026 for the Pulse Consultancy private first draft. No real credentials, customer records or live service commitments are included.