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| **S.No** | **Task** | **Time** |
| 1. | For Sanjana/Atul - [Sitemap.xml](https://themeisle.com/blog/xml-sitemap/) is a file that lists all website’s URLs. Google uses this file to understand how your site is organized and what sort of information is there. As a result, it will be easier for Google to index everything. To create a sitemap, all you have to do is install a plugin  called [Google XML Sitemaps](https://wordpress.org/plugins/google-sitemap-generator/). | Sir, I will do it today. I have downloaded and activated its plugin. |
| 2. | Terms and Conditions, Privacy Policy And Agreements.  For Sanjana/Atul - I shall provide the content to be copy/pasted when you are finally ready to launch. | Sir, once I get this content, I will complete it. |
| 3. | For Sanjana/Atul - Add plugin for transaction Email, Chat box, Ensure that [all plugins are safe and optimized](https://themeisle.com/blog/remove-slow-wordpress-plugins/).  Atul: Look at <https://www.techradar.com/best/best-wordpress-plugins> (there may be more resources where you can similar info) and make a list and let’s consult how many of these free plugins are needed. Send the list to me,  Gaurav and Sanjana. They do have transaction email plugin. | The chatbot setup for the All Bookkeeping And Taxes project has been successfully completed using CXGenie. |
| 4. | Set Up WordPress SEO:  For Sanjana - Use the All in One SEO plugin. It is the most  comprehensive WordPress SEO plugin on the market, and it takes care of all  the important SEO settings out of the box.  For complete step-by-step instructions, see our ultimate WordPress SEO guide for beginners. | Sir, I have downloaded this plugin and also made its settings but I have to check it once with Atul Sir. |
| 5. | Contact Us and the form it on our website :  For Sanjana - By default, WordPress does not come with a built-in contact form. But the theme has it builtin. Make sure that these two utilities are functioning properly | **Sir, I have used Contact Form 7 with the Flamingo plugin.**  The built-in contact form works perfectly and stores all submissions in the WordPress dashboard via Flamingo |
| 6. | Install a backup plugin  For Atul - [Backup plugins](https://www.codeinwp.com/blog/vaultpress-vs-blogvault-vs-backupbuddy-vs-codeguard-vs-updraftplus/) will keep your site content in a safe place, in case anything bad ever happens and you need to restore your site to a previously working state. | **Sir, I have installed and activated the UpdraftPlus plugin.**  This plugin will ensure that the site content is safely backed up. In case anything goes wrong in the future, we can restore the site to its previous working state.  For now, backups will be stored locally, but I will set up remote storage (like Google Drive) for added security. |
| 7. | For Tanishka/Sanjana - [Google Analytics](https://www.google.com/analytics/) is a tracking and marketing tool that every website owner should use. It tracks your audience and their actions on your site. It comes with detailed information about everything related to your site’s content and visitors, such as the most viewed pages, conversion rates, the number of visits per day, in-depth user profiles, bounce rates, and lots of other essential stats.The tool is free and can be easily integrated with your WordPress site through an embed code provided by Google. Alternatively, you can use a plugin like [Google Analytics by MonsterInsights](https://wordpress.org/plugins/google-analytics-for-wordpress/). | Sir, I will do this work tomorrow.( 29 Nov. 2024) |
| 8. | Set up Google Search Console  For Tanishka/Sanjana -  To set up the Google Admin console, you can:  Go to admin.google.com.  Enter an administrator account name and password.  Launch the Admin console setup wizard.  Follow the steps to verify that you own your domain.  You can also use a non-Gmail email address to sign in to your Google Account. You can link a non-Gmail email address to your account to: sign in, recover your password, and get notifications.  Google Search Console (GSC) should be a must-have item on your list. It will help you optimize your site SEO-wise and point you towards some of the issues with the structure of your site that you should address – to make both your visitors and Google happy. More specifically, with GSC, you can learn about things such as: the health of your internal link structure, external links pointing to your site, any sitemap problems, your popular keywords, the indexing status of your site, any crawl stats and errors, security issues, and much more. A true goldmine | Sir, I will do this work tomorrow.( 29 Nov. 2024) |
| 9. | Get a CDN  For Atul - Another recommended step is to hook your site up to a CDN service (Content Delivery Network). A CDN is a solution that takes the content from your site and stores it on a network of servers around the world. Then, when a visitor comes to your site, they get served from the location that’s nearest to them. Hence, they can see your site much quicker than they would  otherwise. Some of the most popular CDNs include: KeyCDN, CloudFlare,  Amazon CloudFront. (If you want something free, it’s CloudFlare.) | Sir, After completing my current tasks, I will try to work on these 4 tasks.( 9 to 12) |
| 10. | Improve the security of the site  For Atul - There’s a lot of bad things that can happen to a WordPress site … hacker attacks, malware, viruses, etc. Protecting your website from all that with a firewall of some kind is always a good idea. Sucuri is one of the best WordPress security services. It provides malware detection and cleanup, monitors your site for hacks, mitigates DDoS attacks, and more. For a free solution, check out Wordfence Security or Solid Security. |  |
| 11. | Change WP Logins  For Atul - The easiest way to break into your WordPress site is to just guess your login and password. As abstract as it sounds, it’s really the case. There are software scripts and bots that go through hundreds of thousands of passwords and try their luck with each one. That is why you need to make sure that your login details are strong enough.  Some things to do:   * Create a new user profile for all editing purposes – the role of “Editor.” You can do it in the wp-admin, Users / Add New. * Limit the login attempts allowed before the site is locked down. You can do it with a plugin like WP Limit Login Attempts. * Use only safe passwords. * Store the password data in IWM. |  |
| 12. | Setup Spam Protection only if we are setting up comments :  Spam comments can be quite problematic. Most of them contain links to malicious websites known for distributing malware. Spam comments can affect your search rankings and your website’s reputation.  You can enable comment moderation in WordPress to prevent any comment from appearing without approval. However, as the quantity of spam grows, you will be spending considerable time moderating comments.  To fix this, you need to install and activate the Akismet plugin. It is a  WordPress anti-spam plugin and one of the only two plugins that come pre-installed on every WordPress website.  To learn more, see our guide on how to set up the Akismet anti-spam plugin in WordPress. |  |