Web Research Project Checklist

A printable plan for small web data projects: price monitoring, listings research, job tracking and tool comparisons. Includes a scraper tool scorecard. Pairs with the CSV templates in this pack.

Define the project

- ☐ Write the one question the data must answer (for example "Which 10 competitors changed price this month?").
- ☐ List the exact fields you need. Fewer fields means cleaner data.
- ☐ List the source pages and how often you need fresh data (once, weekly, monthly).
- ☐ Decide where the data lives (one sheet per project, one tab per source).

Pick a method

- ☐ One page, one table: a browser extension export is usually fastest.
- ☐ Many pages with the same layout: note the URL pattern and the pagination.
- ☐ Data behind a login: check that the site terms allow export of your own account data.
- ☐ If an official export or API exists, prefer it over scraping.

Collect responsibly

- ☐ Read the site terms and robots rules before collecting.
- ☐ Collect business or product data, not private personal data.
- ☐ Do not use collected emails or phone numbers for cold outreach.
- ☐ Space out repeated runs and keep runs small.

Quality checks

- ☐ Row counts match the page.
- ☐ Spot check 10 random rows against the live page.
- ☐ Record the extract date on every row.
- ☐ Keep a raw copy before cleaning.

Scraper tool scorecard (1 to 5)

Criterion	Tool A	Tool B	Tool C
Works on your target pages			
Export formats (CSV, Excel, JSON)			
Pagination and scrolling			
Data stays local or is uploaded			
Free plan limits			
Price for your volume			
Learning time			
Total			