Self-Help Guide

Content Strategy: Plan & Maintain Website Content

Content is one of the main components of a great user experience. This self-help guide walks you through the process of planning the right content to meet your website's goals. It also provides some considerations to help you maintain your website content.

Plan Your Content

KNOW YOUR GOALS

Establish Objectives

Identify Stakeholders
http://meetcontent.com/blog/planning-content-goals-web-stakeholder-interviews/
Setting Successful Website Goals and Objectives
https://www.blitzmediadesign.com/blog/2014/05/setting-successful-website-goals/

KNOW YOUR AUDIENCE

Identify Audience Members

Determine Audience, Outcomes, and User Needs
https://alistapart.com/article/audiences-outcomes-and-determining-user-needs
Develop Fact-based Personas
https://primo.lib.umn.edu/permalink/f/1q7ssba/UMN_ALMA51621866620001701
**Understand Users' Needs**

A Five-Step Process for Conducting User Research  

Complete Beginner's Guide to Design Research  

User Research Basics  

Conducting a Focus Group  
[http://www.tc.umn.edu/~rkrueger/focus.html](http://www.tc.umn.edu/~rkrueger/focus.html)

**Define Audience Requirements**

Illustrating the Long Tail  
[https://moz.com/blog/illustrating-the-long-tail](https://moz.com/blog/illustrating-the-long-tail)

Web Analytics for Content Planning  

**IDENTIFY CONTENT NEEDS**

**Inventory and Audit Your Content**

How to conduct a content audit  
[https://uxmastery.com/how-to-conduct-a-content-audit/](https://uxmastery.com/how-to-conduct-a-content-audit/)

A Complete Content Audit and Spreadsheet Template  
[https://blog.bufferapp.com/content-audit](https://blog.bufferapp.com/content-audit)

6 Steps to a Comprehensive Ongoing Content Strategy Audit  
[https://www.searchenginejournal.com/content-audit-checklist/237731/](https://www.searchenginejournal.com/content-audit-checklist/237731/)

Automated Link-Checking Tool  
[http://validator.w3.org/checklink](http://validator.w3.org/checklink)  
(w3c.org)

**Conduct a Gap Analysis**

The Content Gap Analysis  
[https://community.sitecore.net/general/blogs/best_practice_blogs/b/beth_bader/p...](https://community.sitecore.net/general/blogs/best_practice_blogs/b/beth_bader/p...
Super Quick Content Gap Analysis
https://www.screamingfrog.co.uk/content-gap-analysis/

Select an Appropriate Platform

COPE: Create Once, Publish Everywhere

DEVELOP A WORK PLAN

Define Roles and Responsibilities
Defining Roles and Responsibilities
http://contentstrategy101.com/contents/implementation/methodology/defining-role...
Get Your Content Out of the Drawer with Governance
http://uxmag.com/articles/get-your-content-strategy-out-of-the-drawer-with-gove...
RACI Chart Template
http://racichart.org/raci-templates/
Project Team Roles and Responsibilities

Discuss Measures of Success
Web Analytics for Content Planning
http://meetcontent.com/blog/web-analytics-for-content-planning/
Choose a Web Analytics Tool
https://www.lifewire.com/top-blog-statistics-trackers-3476176
Understand and Use Google Analytics
https://it.umn.edu/technology/google-analytics?km=

Create Your Content

ORGANIZE YOUR CONTENT
Design Your Content Structure

Understanding Your Site Structure
http://webstyleguide.com/wsg3/3-information-architecture/3-site-structure.html

An Intro to Metadata and Taxonomies
https://www.braintraffic.com/blog/an-introduction-to-metadata-and-taxonomies

Card Sorting: A Definitive Guide
http://boxesandarrows.com/card-sorting-a-definitive-guide/

A Simple and Indispensable Template for Content Marketing Distribution
http://contentmarketinginstitute.com/2012/05/content-marketing-distribution-temp...

How to Put Together an Editorial Calendar for Content Marketing
https://contentmarketinginstitute.com/2010/08/content-marketing-editorial-calen...

Building the Case for Taxonomy
http://boxesandarrows.com/building-the-business-case-for-taxonomy/

Planning a Taxonomy Project
http://boxesandarrows.com/planning-a-taxonomy-project/

Curate Sources

Considerations for Special Higher Ed Content Types
http://meetcontent.com/blog/considerations-for-special-higher-ed-content-types/

Make Page Tables

Creating Better Web Content with Page Tables
http://www.kendallcopywriting.co.uk/content-strategy-applied-creating-better-we...

From Page Tables to Content Templates
https://marketeer.kapost.com/from-page-tables-to-content-templates/

Example Page Table
https://docs.google.com/document/d/1KCOL-uSsL4ywHklSLBucx7YNxTNINzwHOH_zc5QjwyU...
(Google doc with template)

WRITE FOR THE WEB

Establish Voice and Tone
Choose Your Voice and Tone
https://content-guide.18f.gov/voice-and-tone/
Finding Your Voice and Tone
http://www.smashingmagazine.com/2012/08/21/finding-tone-voice/
The Impact of Voice and Tone on Users' Brand Perception
https://www.nngroup.com/articles/tone-voice-users/

Use Plain Language

Plain Language Checklist
http://centerforplainlanguage.org/5-steps-to-plain-language/
A Process for Using Plain Language
http://www.usabilityinciviclife.org/plain-language-is-a-process/
US Government Standards for Plain Language
http://www.plainlanguage.gov/
(plainlanguage.gov)
Outlaw the Phrase "Social Media" at Work
Write Actionable Content
https://health.gov/healthliteracyonline/write/
Using Appropriate Words
http://www.kingcounty.gov/help/editorial-style-guide/plainwriting/appropriatewo...

Create Usable Content

Creating Valuable Content: An Essential Checklist
Hemingway Editor
http://www.hemingwayapp.com/
Write the Best Titles for Content Marketing
http://contentmarketinginstitute.com/2012/12/checklist-content-marketing-titles/
5 Reasons Why No One Is Reading Your Email Newsletter
https://www.copyblogger.com/email-newsletter-response/
Testing the Usability of Text
https://gathercontent.com/blog/testing-the-usability-of-text
Federal Government Content Guide
https://pages.18f.gov/content-guide
(developed for the government but useful for everyone)
APPLY STANDARDS

Make Your Content Accessible

Accessible U
http://accessibility.umn.edu
University of Minnesota Accessibility website
Accessibility Basics
http://www.contentstrategy101.com/contents/creating-useful-information/accessib...
Government-wide Section 508 Accessibility Program
https://www.section508.gov/
Accessibility Evaluation Resources
http://www.w3.org/WAI/eval/Overview.html
Free Accessibility Tools Roundup
https://medium.com/bread-crumbs/free-web-accessibility-tools-round-up-b83a33797...
Accessibility Quick-Reference
http://webaim.org/resources/evalquickref/evalquickref.pdf?utm_content=bufferf51...
Experiencing Dyslexia: An Example
http://geon.github.io/programming/2016/03/03/dsxyliea

Adhere to Regulatory Compliance

Copyright Information and Resources
https://www.lib.umn.edu/copyright

Adhere to Brand Standards

University of Minnesota Web Standards and Best Practices
https://university-relations.umn.edu/resources/web-standards-and-best-practices
University of Minnesota Brand Standards
http://university-relations.umn.edu/our-brand

LAUNCH YOUR CONTENT

Test with a Soft Launch
Soft Launch - Defined
https://en.wikipedia.org/wiki/Soft_launch#Website

Go Live

Site Launch Timeline and Checklist
https://www.dtelepathy.com/blog/business/the-ultimate-website-launch-checklist

Sustain Your Content

ASSESS YOUR PROGRESS

Do a Project Debrief

10 Things to Include in a Project Post-Mortem
https://www.business2community.com/strategy/10-things-include-project-post-mort...

Measure Your Results

Content strategy in UX design
https://uxdesign.cc/content-strategy-in-ux-design-c2e41d19d447
6 Metrics Every Website Needs to Track
https://www.square2marketing.com/blog/6-metrics-every-successful-website-needs---

IMPLEMENT ONGOING WORKFLOW

Create a Maintenance Plan

Content Calendar Tools, Templates, Tips
https://blog.bufferapp.com/all-about-content-calendar
Establish a Content Maintenance Routine
http://uxmag.com/articles/content-maintenance

Apply Your Content Lifecycle
Maintain Quality Control

Content Quality Checklist
http://content-science.com/products/content-quality-checklist/

Social Media Templates for Realtime Content
https://blog.bufferapp.com/social-media-templates