

Phase-specific Deliverable Checklist

Use this checklist to guide content strategy and information architecture coordination in your project.

Phase 1: Define Success

Content Strategy

- Scope & Priorities Assessment
- Business Opportunity Presentation
- Content Strategy Action Plan

Phase 2: Assess Current Status

Content Strategy

- Preliminary Audit
- Quality & Design Review
- Content Performance Evaluation
- Cost Savings Assessment
- Content Strategy Roadmap

Phase 3: Envision Future State

Content Strategy

- Content Matrix
- User Context Map
- Sustainment Plan
- Interaction Model

Information Architecture

- Prioritized Content Deliverable File List
- Deliverable Type Requirements Documentation

Phase 4: Analyze Future State Requirements

Content Strategy

- Content Gap Analysis
- Context Delivery Model
- User Research Plan
- User Interviews Schedule
- Sustainment Analysis

Information Architecture

- Deliverable IA Structure Diagrams
- Content: Deliverable Matrix
(same deliverable type)
- Content: Deliverable Matrix (different deliverable types)
- Deliverable Analysis Summary

Phase 5: Develop Initial Design

Content Strategy

- Content Delivery & Interaction Requirements
- Facilitated Stakeholder Alignment Meetings
- User Testing Results Analysis

Information Architecture

- Content Type Requirements
- Content Type Structure Diagrams
- Content Type Relationship Diagrams
- Metadata/Taxonomy Proposal
- Prototype Content Files
- Proposed Content Model
- Sample Deliverables

Phase 6: Validate Design + Plan Work

Content Strategy

- Implementation Team Handoffs
- Transformation Work Plan
- Staffing Proposal

Information Architecture

- Updated Design (based on feedback)
- Refined Metadata Proposal
- Content Sharing/Reuse Plan

Phase 7: Implement + Iterate

Content Strategy

- Content Transformation & Migration Activities
- Content Quality Reviews
- Project Tracking Reports

Information Architecture

- Formalized Content Model
- Formalized IA Documentation
- Formalized Metadata Implementation
- Final File Samples
- Authoring Templates
- Validation Rules
- Migration Rules Spreadsheet