CMS IMPLEMENTATION / WEBSITE SELF-AUDIT

CHECKLIST

Use this document to begin preparing your website for transition into the new Sitefinity content management system. For project updates and information, visit **ucdenver.edu/cms**

①
Naming & identification

❑ Does your website content feature correct naming for the university, its campuses, schools and units? Review your site content, and update all instances where names may be incorrect, outdated or misspelled.

❑ Does your website content overuse names for campuses, schools or units? Review your site content, and remove excessive instances of naming.

❑ Does your site content use acronyms? Replace all instances of university and campus acronyms with approved naming, and limit use of other acronyms in web content whenever possible.

TOOLS & RESOURCES

» **CU Denver** naming conventions

» **CU Anschutz** naming conventions

» **Dual-campus** naming conventions

» CU editorial **style guide**

②
Content: quality, accuracy, facts & figures

❑ Are all website facts, figures and statistics accurate and up-to-date? Review your site content, and update all instances where content may be incorrect, outdated or misspelled.

❑ Is all contact information (address, phone, email, etc.) accurate and up-to-date? Review your site content, and update all instances where contact information may be incorrect, outdated or misspelled.

❑ Does your site feature long headlines and/or excessive content lengths? Review your site content, and edit to be as focused and succinct as possible. A good web page should have no more than 10-12 sentences.

TOOLS & RESOURCES

» University **Quick Facts** web page

» **CU Denver** facts

» **CU Anschutz** facts

» **Dual-campus** facts

» Content inventory worksheet: email **websitehelp@ucdenver.edu** with your website URL to receive a listing of your website pages and their popularity.

University of Colorado **Denver | Anschutz Medical Campus**

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③
Images & videos

❑ Are the images and video used on your website current and relevant? Make a list of any outdated or irrelevant image and video assets that will need to be replaced.

❑ Are the images and video used correctly sized and/or cropped? Make a list of any images or video with incorrect sizes, along with the location of the original, uncropped file.

❑ Are you using the university's **digital catalog** to find, use and/or manage your images and other communications assets? Register for access to the catalog by visiting **ucdenver.webdamdb.com** today.

④
Files & links

❑ Does your website contain broken or incorrect links? Review your site content, and double-check all links and URLs within your site to ensure they are active and up-to-date.

❑ Does your website contain links to documents (PDFs, MS Office, etc.)? Make a list of all embedded documents or links being used. Double-check to ensure links go to the correct documents. Delete those no longer applicable or in use.

❑ Are your linked documents up-to-date? Review your linked documents; update or re-link to the latest versions. In cases where linked documents are not under your control, request updated versions from the content owner.

—————— **TOOLS & RESOURCES** ——————

» **Check My Links** web browser extension for Google Chrome

» **Xenu's Link Sleuth** – website broken link checker

⑤
Forms & plug-ins

❑ Does your website contain forms? Make a list of all forms in-use, and how/why they will be necessary in the new CMS. Delete forms that are no longer needed or relevant.

❑ Does your website utilize third-party plug-ins or applications? Make a list of all external plug-ins, tools and applications being used, and how/why they will be necessary in the new CMS. Remove forms and plugins that are no longer needed or relevant.

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