

# Content Audit Checklist

## Content Details

<i>Origin Story</i>	Do we know who originally created the course—and why? Was it compliance-driven, manager-requested, grant-funded, etc.? Is there an internal SME who can validate, update, or replace this content? If not, is one available or willing to weigh in?
<i>Relevancy</i>	How old is the content? To the system, to the world? If over 10 years old, is the content still industry standard or widely accepted? Have internal SOPs, policies, or tools changed since this was created? Are there any references to outdated systems, links, or processes?
<i>System Dates</i>	Upload Date: Apr 3, 2024 Revision Date(s): Nov 29, 2024
<i>Design</i>	Does the design reflect our most recent templates, tone, and accessibility standards? Could this topic be delivered better via video, podcast, article, or interactive element?
<i>Priority</i>	What time and resources do we have available to update this item? How critical is this course to ongoing business or learner needs? Can we delay a redesign, or is it essential for compliance, onboarding, or promotion? How much time will learners realistically have to complete this in the next year? Can we shorten or modularize it?
<i>Impact</i>	Do we have performance data or learner feedback tied to this course? Have learners flagged low relevance, confusion, or outdated material? Based on the topic and learner time available, what format is most strategic? Consider using short-form video, podcasts, curated TEDx talks, interactive quizzes, or downloadable job aids.

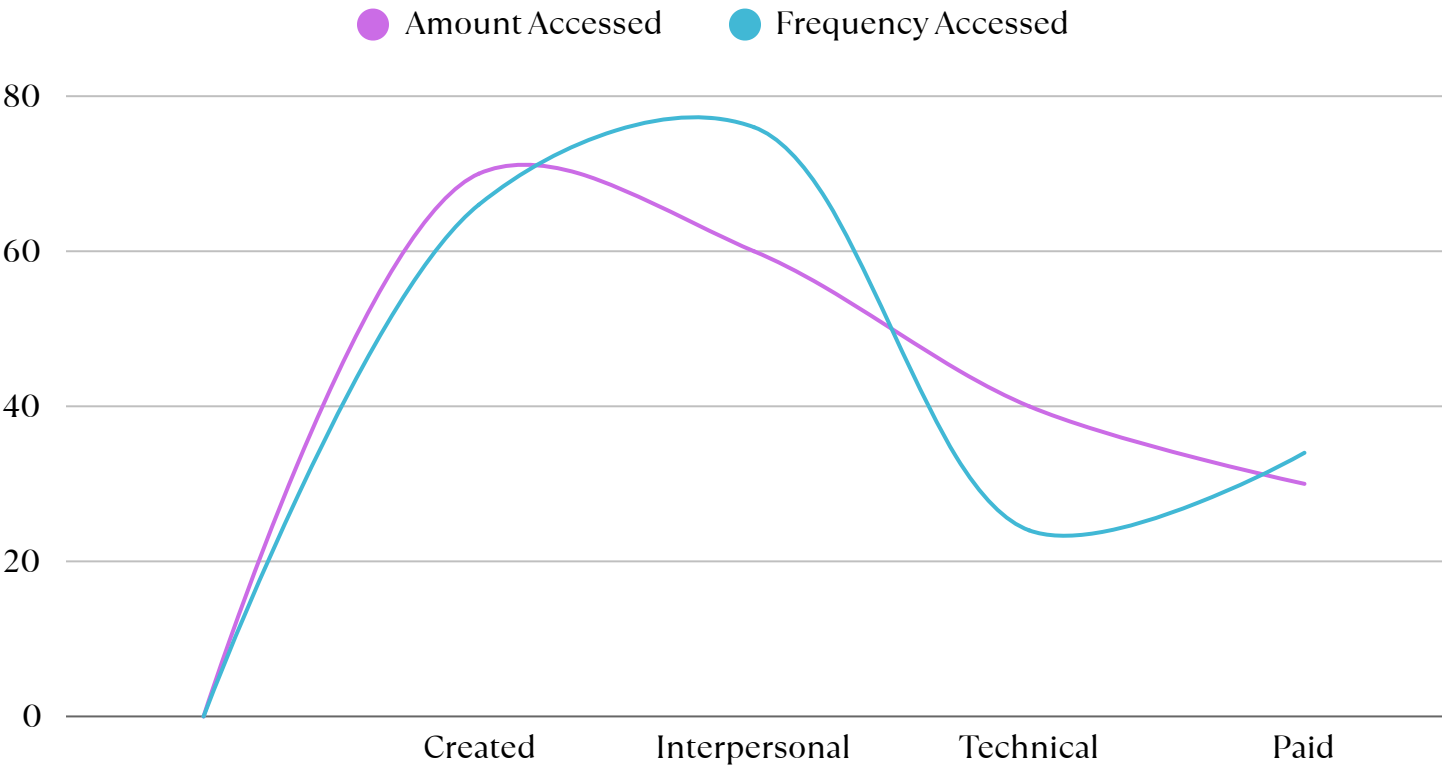
# Audit Tracking

Content	Details	Date Reviewed	Notes
Write the name of the content	Include most pressing details here	May 13, 2025	Include any relevant details
Example:  Why Feedback Matters (Article, Off-The-Shelf)	Microlearning, used in several programs	May 20, 2025	Replaceable, go for something more interactive

## Final Decision

What do we do with the content?	<p><b>Keep as-is:</b> If the content is current, branded, and performing well.</p> <p><b>Revise:</b> If the content needs visual, instructional, or structural updates.</p> <p><b>Retire or Replace:</b> If the content is outdated, low-value, or redundant.</p>
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Content To Prioritize Based on LMS Data



## Content Topic Areas

<i>Recommendations</i>	Interpersonal and created content is accessed in higher quantities and revisited. Increase opportunities for both in any future system.
<i>Next Steps</i>	<ul style="list-style-type: none"><li>• Content Sunset Tracker</li><li>• Alternative Content Sources</li><li>• Organizational Learning Strategy</li></ul>

## Content Sunset Tracker

<i>A running list of the off-the-shelf content that will no longer be available.</i>	<p>For each item, document:</p> <ul style="list-style-type: none"><li>• <b>Topic/Skill Area</b><ul style="list-style-type: none"><li>○ Time Management</li><li>○ Interviewing</li><li>○ Feedback</li></ul></li><li>• <b>Usage Data:</b> Who used this training? How often?</li><li>• <b>Strategic Value:</b> Is it tied to a business goal or compliance need?</li><li>• <b>Replacement Plan:</b> Keep, replace, or deprioritize?</li></ul>
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## Alternative Content Sources

Brainstorm free, low-cost, or internally sourced alternatives to plug the gaps. The goal is to maintain skill coverage while personalizing the learning experience.

<i>External Options</i>	<ul style="list-style-type: none"><li>• TEDx, YouTube EDU, public gov trainings (e.g., CDC, NIH, OPM)</li><li>• Free resources from HBR, Forbes, MindTools, Stanford eCorner</li><li>• Peer-reviewed open access resources (e.g., Coursera audit tracks)</li></ul>
<i>Internal Options</i>	<ul style="list-style-type: none"><li>• SME-led workshops or recordings</li><li>• Resource guides created by employees</li><li>• Job aids, interview templates, onboarding checklists</li><li>• Peer practice groups or mentorship circles</li></ul>

# Aligning to Learning Strategy

<i>Evaluate whether new or replacement content supports the following:</i>	<ul style="list-style-type: none"><li>● <b>Business priorities</b> (growth, compliance, innovation)</li><li>● <b>Your learning philosophy</b> (e.g., peer-led, accessible, application-first)</li><li>● <b>Reuse and modularity</b> (can pieces be cross-shared or remixed?)</li></ul>
<i>Ask a few questions to ensure you are aligned:</i>	<ul style="list-style-type: none"><li>● Does this format suit how our learners actually learn?</li><li>● Are we maintaining equity and accessibility in the content we surface?</li><li>● Can we use learning data to drive what gets built vs. what gets curated?</li></ul>

*These next steps can be used to guide conversations with leadership, plan quarterly content reviews, and help position your L&D strategy as future-ready.*