**[A blue and white sign

AI-generated content may be incorrect.](https://www.smartsheet.com/try-it?trp=12393&utm_source=template-word&utm_medium=content&utm_campaign=Content+Collaboration+Self-Diagnosis+Checklist-word-12393&lpa=Content+Collaboration+Self-Diagnosis+Checklist+word+12393)AI Readiness Assessment**

Content Collaboration Self-Diagnosis Checklist

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| 1. **Lack of Clear Standards** | **Challenge:** Teams are unclear on what “good” content looks like. | * Have we documented content quality standards in an accessible format? * Do all team members know what metrics or criteria define “good” content? * Are examples of high-quality work available for reference? |
| 1. **Work Culture That Doesn’t Support Quality Control** | **Challenge:** People don’t feel safe raising quality concerns. | * Is feedback welcomed, regardless of seniority or role? * Are there any fears around giving or receiving constructive feedback? |
| 1. **Unclear Content Goals** | **Challenge:** Misaligned understanding of the content’s purpose. | * Do we clearly define audience/goals/success metrics at each project’s start? * Are these goals documented and shared with the full team? |
| 1. **Endless Content Needs** | **Challenge:** Teams are overwhelmed by increasing content demand. | * Are we reusing content components or are we working from scratch each time? * Do we have a system for modules or content that can be repurposed? * Are our timelines realistic for the output we expect? |
| 1. **Overwork and Creative Backlogs** | **Challenge:** Burnout and overload are impacting quality. | * Is our current workload sustainable? * Are priorities communicated clearly to the team? * Do we need to adjust staffing or timelines? |
| 1. **Difficulty Recruiting and Retaining Skilled Editors** | **Challenge:** Hiring and keeping strong content talent is difficult. | * Do we offer structured feedback and performance reviews? * Are team members supported in skill-building and growth? |
| 1. **Lack of Clarity for Requesters** | **Challenge:** Requesters don’t know how to ask for content or check progress. | * Do we have a clear, standardized intake process for requests? * Can requesters easily see the status of their content projects? |
| 1. **Communication Channel Catch-22** | **Challenge:** Every feedback format (email, doc comments, meetings) has pros and cons. | * Are we using too many channels — or relying too heavily on one? * Do all voices get heard equally during feedback rounds? * Is someone responsible for consolidating input? |
| 1. **Poor Version Control** | **Challenge:** People are working from different file versions. | * Are we using a tool that tracks changes and stores versions? * Do we have a designated source of truth for each file? |
| 1. **General File Disorganization** | **Challenge:** Files are scattered or hard to find. | * Do we have naming conventions and folder structures that everyone follows? * Are old files archived or deleted regularly? * Is someone responsible for maintaining file hygiene? |

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