IS YOUR KNOWLEDGE REPOSITORY EFFECTIVE?

1. Is the repository logically structured with clear categories?

   Task: Review your repository and reorganize files into well-defined categories and subcategories.

2. Are documents named consistently using clear conventions?

   Task: Create a naming convention guide and standardize existing file names.

3. Can users easily find key sections or documents?

   Task: Design a clear homepage or index that highlights essential areas of the repository.

4. Can all team members access the repository with appropriate permissions?

   Task: Review user permissions and ensure all relevant team members have access.

5. Is the repository accessible across devices?

   Task: Test the repository on desktop, mobile, and tablet to identify accessibility gaps.

6. Are navigation pathways intuitive?

   Task: Map the user journey within the repository and simplify complex navigation paths.

7. Does the repository have an effective search function?

   Task: Test the search functionality with keywords and identify areas for improvement.

8. Are documents tagged with relevant keywords?

   Task: Add or update tags for all key documents to improve search accuracy.

9. Can users quickly find answers to FAQs?

   Task: Create a dedicated FAQ section with direct links to supporting documents.

10. Is the content accurate, up-to-date, and relevant?

    Task: Conduct a content audit to identify outdated or irrelevant documents.

11. Are documents written clearly and concisely?

    Task: Rewrite or simplify documents that contain jargon or unclear language.

12. Are there gaps in the repository's content?

    Task: Survey team members to identify missing resources and prioritize their creation.

13. Can team members easily contribute or update content?

    Task: Set up a contribution workflow with clear instructions for adding or editing content.

14. Are there guidelines for reviewing and approving new content?

    Task: Develop and share a review process for quality control before publishing updates.

15. Is collaboration supported with tools like comments or tagging?

    Task: Enable collaborative features (e.g., comments or tagging) to streamline discussions.

16. Is there a regular schedule for auditing the repository?

    Task: Set up calendar reminders for quarterly or biannual repository reviews.

17. Are outdated documents archived or removed?

    Task: Move obsolete files to an archive folder or delete irrelevant content.

18. Are specific sections assigned to owners for maintenance?

    Task: Assign section owners and clarify their responsibilities for upkeep.

19. Are analytics tracked (e.g., popular documents, search terms)?

    Task: Set up analytics tools to track repository usage and identify high-value content.

20. Can team members provide feedback on the repository?

    Task: Add a feedback mechanism (e.g., survey, form) for team members to share insights.

21. Is feedback used to improve the repository?

    Task: Review feedback regularly and implement actionable suggestions.

NORTH
STAR 42