



Intranet Content & Governance Audit Checklist

Identify content gaps, assign ownership, and prepare your data for AI-ready indexing.

Phase 1: Inventory & Silo Identification

- **Locate Ground Truth:** List all repositories currently holding "official" documents (SharePoint, Teams, Shared Drives, Wiki).
- **Identify Duplicates:** Find the top 10 most-searched policies and check if multiple versions exist across different platforms.
- **Map Shadow IT:** Identify departments using non-corporate tools (Notion, personal Google Drives) for business-critical knowledge.

Phase 2: Ownership & Governance Framework

- **Assign Content Stewards:** Ensure every major department (HR, IT, Legal) has a named individual responsible for content accuracy.
- **Define Review Cycles:** Set a mandatory review date (3, 6, or 12 months) for every "Canonical" page.
- **Establish Publishing Workflow:** Document the exact steps a draft must take before becoming "One Source of Truth" content.

Phase 3: AI & Semantic Readiness

- **Standardize Metadata:** Verify that all high-value libraries use a consistent set of tags (Department, Region, Document Type).
- **Apply Purview Sensitivity:** Mark confidential content with sensitivity labels to prevent AI from surfacing protected data to unauthorized users.
- **Validate Search Success:** Run a "5-click test" — can a new hire find the remote work policy in under 60 seconds?