



# Enterprise Content Findability & RAG Readiness Checklist

*Stop guessing. Start auditing. Use this framework to identify structural data debt, improve user navigation, and ensure your digital architecture is ready for AI retrieval.*

## SECTION 1: TAXONOMY & ONTOLOGY HEALTH

- **Flat Hierarchy Check:** Important pages are accessible within a maximum of 3 clicks from the homepage.
- **User-Centric Language:** Category names reflect actual user search queries, not internal corporate jargon or org charts.
- **No Overlapping Categories:** Sibling categories are mutually exclusive (users don't have to guess whether a product is under "Tools" or "Equipment").
- **Controlled Vocabulary:** A centralized glossary exists and is strictly enforced across all departments to prevent synonym duplication.

## SECTION 2: METADATA & RAG-SYSTEM READINESS

- **Descriptive Tagging:** All primary digital assets are tagged with clear, descriptive metadata (Topic, Format, Audience).
- **Administrative Metadata:** Assets clearly display ownership, creation/update dates, and compliance status.
- **LLM Memory Anchors:** Core concept pages contain dense, definitive statements easily extractable by vector search algorithms.
- **Vector Search Infrastructure:** Internal search relies on semantic relationships, not just legacy exact-keyword matching.

## SECTION 3: NAVIGATION & USER EXPERIENCE (UX)

- **Breadcrumbs Implemented:** Clear breadcrumb trails exist on all deep pages, providing a logical escape route for users.
- **Information Scent:** Links and buttons clearly communicate what is on the other side (no generic "Click Here" or "Learn More").



- [ ] **Mobile Touch Optimization:** All navigation menus, accordions, and buttons are scaled correctly for mobile touch targets without zooming.
- [ ] **Tree Testing Validated:** Navigation paths have been recently tested with real users using tree-testing methodologies, not executive assumptions.

#### **SECTION 4: GOVERNANCE & DATA SILO REDUCTION**

- [ ] **ROT Data Purge:** A system is in place to regularly identify and archive Redundant, Outdated, or Trivial (ROT) content.
- [ ] **Cross-Department Indexing:** Internal search queries pull relevant data across different departmental silos.
- [ ] **Role-Based Access Control (RBAC):** Sensitive information is securely gated without unnecessarily hiding public or broad-use documentation.
- [ ] **Executive Sponsorship:** There is a dedicated owner or cross-functional team responsible for maintaining the site's information architecture.

#### *Scoring:*

- **13-16 checked:** Your architecture is highly optimized and ready for scaling.
- **8-12 checked:** You have structural gaps causing friction. Prioritize a taxonomy overhaul.
- **0-7 checked:** Severe data debt. Immediate architectural intervention is required before investing in external SEO or AI tools.