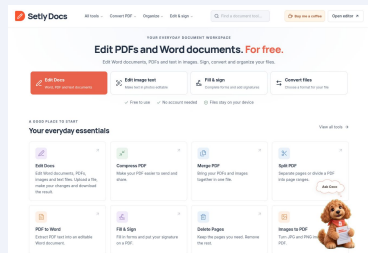


Website content inventory

Find missing, duplicated and outdated content before building.



FROM THE SETLY PROJECT LIBRARY

A real project screenshot for visual inspiration. Follow the written steps for your own business.

YOUR ACTION PLAN

- 1 List every proposed page and the person responsible for it.
- 2 Record text, images, downloads and links needed for each page.
- 3 Mark each item keep, rewrite, create or remove.
- 4 Set an approval date so missing content does not become a last-minute launch issue.

EXAMPLE - ILLUSTRATIVE

A team photo is marked replace because it includes someone who no longer works at the business.

CHECK YOUR RESULT

Does every launch page have approved content and a named owner?

Website content inventory

Use the prompts below to make this resource specific to your business. Save a local copy after completing it. Keep passwords and private customer data out of this worksheet.

Page:

Content item:

Current location:

Action:

Owner:

Approval date:

DONE WHEN

Does every launch page have approved content and a named owner?

FURTHER READING

[W3C accessibility development tips](#)

Independent Setly planning resource. Platform settings and requirements can change; use the linked official help for current configuration details.