CONTENT-FIRST CONTENT MANAGEMENT

WordCamp Vancouver 2015 @mandiwise





"Hoping that a content management system will replace this kind of human care and attention is about as effective as pointing a barn full of agricultural machinery at a field, going on vacation, and hoping it all works out."

-ERIN KISSANE

CONTENT IS HARD

- Content takes time
- Content is expensive
- Content is political
- Content often has a legacy

"Planning for the creation, delivery, and governance of useful, usable content."

-KRISTINA HALVORSON

EXTERNAL USER NEEDS

BUSINESS OBJECTIVES

Access information on starting, growing, or exiting a business

Get one-on-one support and expert advice

Connect with other local entrepreneurs and opportunities Generate self-sustaining revenue

Position itself as a trusted authority and go-to resource for entrepreneurs

Fulfill commitments to external funders, partners, and sponsors



......

Kick-off	IA	CS	Design	Coding	Launch
January 2014					February 2015
Internal interviews	Card sort	Inventory & audit	Navigation design	Basic theme build	Cross-browser
Stakeholder meetings	Data analysis	Content clean-up	Wireframes	Advanced features	QA testing
Secondary research	Tree test	Metadata clean-up	Comp design	3rd-party integrations	Content migration
Project scoping	Sitemap	Content templates	HTML prototypes		Went live!
		Workflow design			
		Migration plan			



WRANGLING ADAPTING GOVERNING

WRANGLING

DISCOVERY TOOLS

- Stakeholder meetings
- Content inventory / quantitative audit
- Qualitative audit
- Analytics review



	A	B	C	D	E	F	G
1	ID #	Existing Title	URL	Metadata			
2				Pub Date	Author	Stage	Meta (Topic/Region
	0.0	[Homepage] Where are you with your small busines	http://www.smallbusinessbc.ca/	N/A	N/A	N/A	N/A
4							
	1.0	Articles	http://www.smallbusinessbc.ca/smallbiz-insig	N/A	N/A	N/A	N/A
6							
	1.1		http://www.smallbusinessbc.ca/starting-a-bus		N/A	Starting	N/A
	1.1.X	Bring the Tradeshow Experience to Your Home or Offic			Not specified	Starting	Business Planning
	1.1.X	A New Opportunity for Socially-Minded Entrepreneurs i			David LePage	Starting	Legal Requirements
	1.1.X		http://www.smallbusinessbc.ca/starting-a-busines		Not specified	Starting	Business Planning
	1.1.X		http://www.smallbusinessbc.ca/starting-a-busines		Not specified	Starting	Online Business
	1.1.X		http://www.smallbusinessbc.ca/starting-a-busines		Not specified	Starting	Online Business
	1.1.X 1.1.X	Small Business Insurance: What You Need to Protect Y New Program to Support Immigrant Entrepreneurs in C			Bill Adams Not specified	Starting	Operations Manage
	1.1.X		http://www.smailbusinessbc.ca/starting-a-busines		Not specified	Starting Starting	Business Planning Marketing Sales
	1.1.X	Seven Weekly Tips to Keep your Finances Organized (CGA-BC	Starting	Operations Manage
	1.1.X		http://www.smailbusinessbc.ca/starting-a-busines		Small Business BC	Starting	Legal Requirements
	1.1.X	How the SR&ED Tax Credit Can Benefit Small Busines		-	Neil Hanks	Starting	Finance
	1.1.X		http://www.smallbusinessbc.ca/starting-a-busines		Not specified	Starting	Business Planning
	1.1.X		http://www.smallbusinessbc.ca/starting-a-business		BC Securities Commission		Financing
	1.1.X		http://www.smallbusinessbc.ca/starting-a-busines		Vancity	Starting	Financing
	1.1.X	Reverse Mentoring: Knowledge is Not a One-Way Stre			Small Business BC	Starting	Operations Manage
	1.1.X	5 Ways to Make Your Email Marketing Move the Reade			Guy Steeves	Starting	Marketing Sales
	1.1.X		http://www.smallbusinessbc.ca/starting-a-busines		Small Business BC	Starting	Online Business
	1.1.X	20 Questions to Help Find the Best Location for your B			Small Business BC	Starting	Operations Manage
	1.1.X		http://www.smallbusinessbc.ca/starting-a-busines		Small Business BC	Starting	Financing
	1.1.X		http://www.smallbusinessbc.ca/starting-a-busines		WorkSafe BC	Starting	Marketing Research
	1.1.X		http://www.smallbusinessbc.ca/starting-a-busines		Small Business BC	Starting	Marketing Sales
	1.1.X		http://www.smallbusinessbc.ca/starting-a-busines		Small Business BC	Starting	General
	1.1.X		http://www.smallbusinessbc.ca/starting-a-busines		Small Business BC	Starting	Human Resources
	1.1.X		http://www.smallbusinessbc.ca/starting-a-busines		Small Business BC	Starting	Financing
32	1.1.X		http://www.smallbusinessbc.ca/starting-a-busines		WorkSafe BC	Starting	Operations Manage
	1.1.X		http://www.smallbusinessbc.ca/starting-a-busines		Guy Steeves	Starting	Marketing Sales
	1.1.X	Packaging and Launching Your Product to Market	http://www.smallbusinessbc.ca/starting-a-busines	08/30/2012	Ken Gallie	Starting	Marketing Sales
	1.1.X	I Need a Website. Now What?	http://www.smallbusinessbc.ca/starting-a-busines	07/31/2012	Kris Trudeau	Starting	Online Business
	1.1.X		http://www.smallbusinessbc.ca/starting-a-busines	-	Tara Horner	Starting	Market Research
	1.1.X		http://www.smallbusinessbc.ca/starting-a-busines	06/20/2012	Small Business BC	Starting	Marketing Sales
	1.1.X		http://www.smallbusinessbc.ca/starting-a-busines		Mark Eversfield	Starting	Market Research
	1.1.X	· · · · · · · · · · · · · · · · · · ·	http://www.smallbusinessbc.ca/starting-a-busines	-	Tara Horner	Starting	Marketing Sales
	1.1.X		http://www.smallbusinessbc.ca/starting-a-busines		Small Business BC	Starting	Financing
	1.1.X	-	http://www.smallbusinessbc.ca/starting-a-busines		Small Business BC	Starting	Marketing Sales
	1.1.X		http://www.smallbusinessbc.ca/starting-a-busines		Small Business BC	Starting	Legal Requirements
	1.1.X		http://www.smallbusinessbc.ca/starting-a-busines		Small Business BC	Starting	Legal Requirements
	1.1.X		http://www.smallbusinessbc.ca/starting-a-busines		Small Business BC	Starting	Financing
	1.1.X	Canadian Technology Accelerator Initiative in New York			Small Business BC	Starting	Online Business
	1.1.X		http://www.smallbusinessbc.ca/starting-a-busines		Small Business BC	Starting	Operations Manage
	1.1.X		http://www.smallbusinessbc.ca/starting-a-busines		Sandra Light	Starting	Import
	1.1.X		http://www.smallbusinessbc.ca/starting-a-busines		Small Business BC	Starting	Legal Requirements
	1.1.X	-	http://www.smallbusinessbc.ca/starting-a-busines		Not specified	Starting	Operations Manage
	1.1.X	-	http://www.smallbusinessbc.ca/starting-a-busines		Small Business BC	Starting	Financing
	1.1.X		http://www.smallbusinessbc.ca/starting-a-busines	-	Noah Sarna	Starting	Legal Requirements
52	1.1.X	Small Business Pulse: BC Bankruptcies Down 15% Co		01/31/2012	Mark Eversfield	Starting	Market Research
		Des du		C.u.e			

MESSAGES!







REGISTER TODAY TO LEARN ABOUT:

- Business Structures
 Legal Requirements
- Occupational Health & Safety
- ts Intellectual Property

ual Property

ARTICLES BLOG SEMINARS PRODUCTS & SERVICES EVENTS SUCCESS STORIES

WHERE ARE YOU WITH YOUR SMALL BUSINESS?



7 Ways to Cultivate Company Culture

Your company culture defines the way in which your business interacts with one another and how the team interacts with the outside world, specifically your customers. A report by Deloitte revealed that 94 per cent of executives and 88 per cent of employees believed a distinct workplace culture is important to their business' success



Seminar Date: Thursday, February 19, 2015 - 1:00pm to 3:00pm Price: \$0.00

6

<u>My First Year in Business – A Financial</u> <u>Overview</u>

Seminar Date: Friday, February 20, 2015 - 9:00am to 12:00pm **Price:** \$59.00

SUCCESS STORIES



Engaging Your Audience on Social Media

Your social media audience behave much the way the guests at a dinner party do. Good conversations are started and continued by those that engage in a warm and accessible way. No one talks the inaccessible bragging guy with slick hair.

4 Ways to Stress Less at Work

It's no secret - starting or growing a business can be stressful. While a small amount of stress can help motivate you, when it becomes unmanageable for either you or your employees, that's when it becomes a problem.



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ARTICLES & BLOG REGISTER A BUSINESS BUSINESS RESOURCES SEMINARS & EVENTS EXPERT ADVICE FREE TOOLS CONNECT WITH US

BUILD SOMETHING BIG.

At Small Business BC, we provide the building blocks to help entrepreneurs like you start and grow successful businesses.

GET STARTED STA

STAY UPDATED







ONLY THE BEGINNING...

ADAPTING

WORK TO BE DONE

- Content templates
- Content and metadata clean-up
- Database and admin input structures
- Workflow design
- Migration plan

CONTENT REQUIRES DESIGN





Photo Credit: Jon Worth

BLOBS VS. CHUNKS





Web Content Template: Small Business BC Website

Sections / Pages:				
Articles				
Post Type:	Taxonomies:	Connected to:		
Articles	Stages of Business Business Topics Tags	Contributors		
Content:				

Text Articles

Text-based articles are 500–800 words in length, written in the second person, and do not contain the direct sale, promotion, or endorsement of any external product or service.

Video Articles

Video articles include an embedded video and an approx. 350 word text-based summary of the video's key points (written in the same voice as a text-based article).

Supports:	Custom Metaboxes:
- Title	- Video upload box (for video post format)
- Editor	- How-to article checkbox
- Author (for internal authors only)	
- Thumbnail	
- Excerpt	
Boviciono	

MODULARITY FTW!

- Full-meal deal website realignments are painful and expensive
- Modularity helps people take care of their content ecosystem over time
- Structured content is re-purposable content



ENTER TO WIN AN iPad!



FIND

6

Help us learn more about BC's small business owners. CLICK HERE

ARTICLES BLOG SEMINARS PRODUCTS & SERVICES EVENTS SUCCESS STORIES BOOKSTORE & KITS REGISTRATION SERVICES RECOMMENDED PRODUCTS ADVISORY SERVICES FREE RESOURCES & TOOLS ROOM RENTALS FRENCH DISCLAIMER

ASK A LAWYER

Legal Advice for Your Business

Do you need general legal advice regarding business structures (incorporation, partnerships or sole proprietorship), joint ventures, business agreements or any other legal issues?

Your one-on-one consultation appointment allows you to ask a lawyer from <u>Benchmark Law Corporation</u> legal questions specific to your individual business needs.

These 30 minute sessions are booked in advance on a first come, first serve basis.

Upcoming Date & Time: Wednesday, February 18, 2015 - 10:00 am - 4:00 pm

Price: \$40 + GST

Outside the Lower Mainland?

This service is available via Skype for clients outside the Lower Mainland. After completing your booking, you will receive instructions via email to make arrangement to have your appointment via Skype.

BOOK NOW!

Presented by: Benchmark Law Corporation



JOIN THE SMALL COMMUNITY

Search website

YOU CAN FIND US ON

FOLLOW SBBC ON FACEBOOK



Facebook social plugin

FREE RESOURCES

<u>Guide to Registering your Business</u>
 <u>for Export</u>

Screen Options 🔻

Edit Service New Service

Ask a Lawyer		Publish 🔺		
Permalink: http://smallbusinessbc.ca/service/advisory/ask-a-lawyer/ Edit View Service Get Shortlink Image: Add Media Image: Add Form Image: Add Media Image: Add Form Image: Add Form Image: Add Form Image: Add Form Image: Add Media Image: Add Form Image: Add Form Image: Add Form Image: Add Form Image: Add Media Image: Add Form Image: Add Form Image: Add Form Image: Add Form Image: Add Media Image: Add Form Image: Add Form Image: Add Form Image: Add Form Image: Add Media Image: Add Form Image: Add Form Image: Add Form Image: Add Form Image: Add Media Image: Add Form Image: Add Form Image: Add Form Image: Add Form Image: Add Media Image: Add Form Image: Add Form Image: Add Form Image: Add Form Image: Add Form Image: Add Form Image: Add Form Image: Add Form Image: Add Form Image: Add Form Image: Add Form Image: Add Form Image: Add Form Image: Add Form Image: Add Form Image: Add Form	Visual Text	 Preview Changes Status: Published Edit Visibility: Public Edit Revisions: 4 Browse Published on: Apr 1, 2013 @ 18:38 		
Legal Advice for Your Business Do you need general legal advice regarding business structures (incorporation, partnerships proprietorship), joint ventures, business agreements or any other legal issues?	Edit Move to Trash Update			
 Your one-on-one consultation appointment allows you to ask a lawyer from <u>Benchmark Law Corporation</u> legal questions specific to your individual business needs. These 30 minute sessions are booked in advance on a first come, first served basis. Are you an industry expert who is passionate about the small business community and entry success? If you think your expertise is relevant to our audience, please complete our <u>Ask the</u> 	trepreneurial	Business Topics All Business Topics Most Used Branding Business Planning Financial Management Funding 		
P Word count: 97 Last edited by Mandi Wise on February 28 Service Details		 Hiring Employees Import & Export Industry Regulations Latest 		
Price \$40 + GST		Add New Business Topic Service Types		
"Book Now" URL http://www.schedulista.com/schedule/smallbusinessbc/choose		All Service Types Most Used		

SEARCH

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ARTICLES & BLOG REGISTER A BUSINESS BUSINESS RESOURCES SEMINARS & EVENTS EXPERT ADVICE FREE TOOLS CONNECT WITH US





How to Do Business with the Federal Government

Date: Friday, March 6, 2015 Time: 9:00 am to 10:30 am

BUSINESS

BC

NEXT DATE:

Wednesday,

March 18, 2015

BUY NOW

\$40 + GST

AVAILABLE BY

SKYPE

SMALL

relevant to our audience, please complete our Ask the Expert RFP.

Upcoming Dates & Times

- Wednesday, March 18, 2015 (10:00 AM 4:00 PM)
- Wednesday, April 22, 2015 (10:00 AM 4:00 PM)
- Wednesday, May 20, 2015 (10:00 AM 4:00 PM)
- Wednesday, June 24, 2015 (10:00 AM 4:00 PM)

Outside the Lower Mainland?

Metadata is a love note to the future

Photo Credit: Sarah Severson

ENERGY EFFICIENCY ENERGY CONSERVATION ENERGY SAVING SAVE ENERGY

ENERGY EFFICIENCY ENERGY CONSERVATION ENERGY SAVING SAVE ENERGY

HP INTELLECTUAL PROPERTY

PINTREST PINTEREST



Yes, add this article to the How-to Articles page.
CONTENT EDITORS ARE USERS TOO.



DESIGNING WORKFLOWS

- User roles
- Post statuses
- Revisions
- Dashboard widgets
- Admin columns

🛞 🆀 Small Business B	BC 🕂 New					Howdy	, Bob Smith	
🚯 Dashboard 🔸	Dashboard					Screen Options 🔻	Help 🔻	
🎳 Contributors	Update Seminar Fee	ed 🔺	Activity					
9) MediaForms	Hello Bob! Click the button below to update the seminar feed on the website. If you have the Seminars page open in another tab, you'll need to refresh it afterward to see the changes.		Recently Published Content Jul 31st, 1:58 pm HR's Competitive Advantage: A Big Difference for Small Business			ifference		
 Profile Collapse menu 	Update Seminars No		Jul 30th, 11:46 am Jul 27th, 12:14 pm How to Respond to RFP		ening this August at Sm	-		
	Upcoming Seminars Wednesday, Aug 5th	Business Mapping: Developing a Smart Business Model	Jul 23rd, 12 Jul 13th, 3:	d, 12:42 pm n, 3:55 pm	Make It Fun	e Rules to Improve Your Writing and In Inding Financial Statements		
	Wednesday, Aug 5thFocused Business PlanningThursday, Aug 6thThe Build in Canada Innovation Program: An OverviewFriday, Aug 7thStarting a Consulting BusinessMonday, Aug 10thSales Strategies for Small Business	Comments From sariahmarketing on 5 Steps to Getting More Clients # Great advice. One of the best post I have read regarding what it takes to make it.						
	See all Seminars →		Writing and Make It Fun #		k The Rules to Improve Your # a. I too sometimes push the rules			

I enjoyed your article Lisa. I too sometimes push the rules in my writing, although I try to do it ...

Screen Options 🔻

Events New Event

All (29) Published (15) Drafts (5) Pending (7) Private (2)		Search events	
Bulk Actions 🗘 Apply All dates 🖨 All SEO S	Scores 💠 Filter		22 items
Title	Event Date/Time 🔺	Author	Date
The Art of Leadership Conference – Vancouver	September 14, 2015 8:30 AM to 5:00 PM	Gill Tempest	2015/07/07 Published
MyBizDay Thompson Okanagan	September 16, 2015 8:30 AM to 5:00 PM	Gill Tempest	2015/08/01 Last Modified
2015 Tourism & Hospitality Occupational Health & Safety Summit	September 24, 2015 7:30 AM to 4:30 PM	Form Submission	2015/07/27 Published
PICS 8th Annual Mega Job Fair & BC Small Business EXPO 2015	September 24, 2015 10:00 AM to 4:00 PM	Gill Tempest	2015/07/24 Published
Volunteer Futures Conference 2015. WE ARE COMMUNITY. Shared Goals/Collective Effort/Make an Impact.	September 24, 2015 to September 25, 2015	Form Submission	2015/06/01 Published

FORGET THE PAGE. It's time to c.o.p.e.

much api

WOW

very mccue

so rest

such json

GOVERNING



Photo Credit: <u>k rupp</u>

THE "DAY 2" PROBLEM

"A typical CMS is like a digestive system with no capacity to poop."

-GERRY MCGOVERN

Photo Credit: Walter Parenteau

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WHY THIS HAPPENS

- No post-launch plan!
- Lack of buy-in and training
- Inadequately structured content fields
- Tools mismatched to workflow and needs

Short Bio (Default)

Visual Text

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Josh Ludgate is a Business Planning Advisor at Small Business BC. He has a background in leading and building technology and telecom start-ups in Vancouver, as well as international roles with Hewlett Packard Financial

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A brief write-up about the contributor (approximately 60 words). This write-up is the default bio, and will appear beneath articles, blog posts, and seminars with which the contributor is associated.

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Content Wrangler

Post Expiration Settings

Please note that you can only save one expiration rule per post type, and when you delete an existing post expiration rule all expiration metadata (e.g. manual expiration dates, etc.) will be deleted for the corresponding posts as well.

Post Type	Expiration Frequency	Expiration Action	Notify the Post Author?	
Resources	Annually	Reset as Pending Review	Send email	Edit / Delete
Services	Annually	Leave as Published	Don't send email	Edit / Delete

Create a Rule

Post Expiration Settings

This post is expired

Last reviewed on: Jan 27, 2015

Expiration date: Aug 31, 2015

Hide manual override options

By setting a manual override date, you can configure the expiration rule specifically for this post.

▲

Set manual expiration date:

2015-08-31

Never expire this post

Wrangling ---- Adapting ---- Governing

TAKE-AWAYS

- Plans are not strategies
- Content first, because it informs all other things
- Content requires design
- Content editors are users too

OUESTIONS?

Twitter or GitHub: @mandiwise