USM Content Review Checklist

Site Name:  
Review Date:  
Reviewer:  
Ready for Launch:  

<table>
<thead>
<tr>
<th>Rating</th>
<th>Description</th>
<th>Comments</th>
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<tr>
<td>1</td>
<td>Needs Work, include comments</td>
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<tr>
<td>2</td>
<td>Meets Minimum Standards</td>
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<td>3</td>
<td>Exceeds Standards</td>
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<tr>
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**Required Pages**

- Overview Page
- Contact Us Page
- Location and Hours Page
- Quick Links
- Resources
- News (or disabled)
- Events (or disabled)

**People Pages**

- -- Faculty Bios
- -- Staff Listing
  -- Groups and Clubs (optional)

**Container Units (Schools, Colleges, ...)**

- -- Programs (Academic)
- -- Departments (Academic or Admin.)

**Academic Departments**

- Degrees and Certificates
- Courses (Academic)

**Optional Sub-Site Home Pages**

- Landing Page Image
- Promotional Boxes
- Social Networking Sites
- Departments
- Services
- Advising
- Research
- Outreach
- Donate

**Other Review Criteria (Optional - things to check and think about)**

- Writing style and applicability to area
- Image resolution and quality
- "Test" content is not visible to public

**Other Comments**

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