



Template: Collaborative AI-Driven Content Team Checklist

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Based on Article: "Building a Collaborative AI-Driven Content Team: Skills and Roles Needed"

A practical checklist to build and manage a collaborative AI-driven content team effectively.

Checklist Items:

- ☐ **1. Define Team Roles**
Identify core roles such as Content Strategist, AI Prompt Engineer, Editor, and Data Analyst to ensure a balanced skill set.
Reference Section: Roles and Responsibilities — Defining the AI-Driven Content Team
- ☐ **2. Establish Governance Standards**
Create a governance checklist that defines allowed AI uses, sets quality gates, and ensures privacy and compliance in all content production.
Reference Section: Practical governance and risk controls
- ☐ **3. Implement Weekly Syncs**
Conduct weekly meetings with core team members (strategist, editor, prompt engineer) to review content backlog and ensure alignment on goals.
Reference Section: Extended stakeholders and collaboration rituals
- ☐ **4. Track Content Performance**
Utilize dashboards to monitor content performance against set KPIs such as organic sessions and conversions, allowing for data-driven adjustments.
Reference Section: Core role descriptions and how they interact
- ☐ **5. Version Control Prompts**
The AI/Prompt Engineer should maintain a library of version-controlled prompts to ensure consistency and quality in AI-generated content.
Reference Section: Roles and Responsibilities — Defining the AI-Driven Content Team
- ☐ **6. Set Quality Control Measures**
Establish editorial review processes and fact-checking steps to maintain the quality and trustworthiness of the content produced.
Reference Section: Practical governance and risk controls
- ☐ **7. Create a RACI Matrix**
Develop a RACI (Responsible, Accountable, Consulted, Informed) matrix to clarify responsibilities in AI content projects and enhance collaboration.
Reference Section: Expanded stakeholders and collaboration rituals

☐ **8. Conduct Bi-weekly Model Reviews**

Hold bi-weekly meetings with the prompt engineer and data analyst to review and optimize AI model prompts and sampling based on performance data.

Reference Section: Extended stakeholders and collaboration rituals

☐ **9. Document and Measure Content ROI**

Implement a tracking system for content-ROI to evaluate the effectiveness of AI-generated content and refine strategies as needed.

Reference Section: Governance patterns to keep quality and brand voice intact