Template: Collaborative AI-Driven Content Team Checklist

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

A practical checklist to build and operationalize a collaborative AI-driven content team, ensuring clear roles, responsibilities, and workflows.

Checklist Items:

☐ **1. Define Organizational Alignment**
Establish clear brand voice, editorial standards, and KPIs to align the content team with overall business objectives.
Reference Section: Foundation — Why a Collaborative AI-Driven Content Team Matters

☐ **2. Establish Data Access**
Ensure the team has access to necessary analytics, keyword signals, and existing content inventory to inform content creation.
Reference Section: Foundation — Why a Collaborative AI-Driven Content Team Matters

☐ **3. Select Appropriate Tools**
Implement a CMS with workflow automation, an accessible AI model, and a content performance dashboard for effective content management.
Reference Section: Foundation — Why a Collaborative AI-Driven Content Team Matters

☐ **4. Hire Core Roles**
Recruit individuals for clear roles: content strategist, AI/prompt engineer, editor/fact-checker, and data analyst to ensure operational efficiency.
Reference Section: Roles and Responsibilities — Defining the AI-Driven Content Team

☐ **5. Conduct Weekly Content Triage**
Hold weekly meetings to prioritize topics, assign owners, and identify any cross-functional flags regarding legal or UX considerations.
Reference Section: Roles and Responsibilities — Defining the AI-Driven Content Team

☐ **6. Implement RACI Framework**
Outline deliverables and assign Responsible, Accountable, Consulted, and Informed roles for each content project to streamline workflow and governance.
Reference Section: Roles and Responsibilities — Defining the AI-Driven Content Team

☐ **7. Create Governance Checklists**
Develop checklists for editorial sign-off, fact-check cycles, and audit logs to maintain quality control in automated workflows.
Reference Section: Foundation — Why a Collaborative AI-Driven Content Team Matters

☐ **8. Regularly Review Performance Metrics**
Schedule monthly model reviews where the data analyst presents performance metrics and triggers for retraining models based on results.

Reference Section: Roles and Responsibilities — Defining the AI-Driven Content Team