

Date updated [Date]

Document Owner: [Name]

Content Inventory Template

This sample content inventory template can be customized to your needs. Use it to track all your content, authors, and status.

	Document Name	Author	Type of Content	Audience	Sales Cycle Stage	Location	Date Created/Updated	Status
Instructions	<i>Insert document's full name</i>	<i>Who wrote it? Note email and if author is outside the company.</i>	<i>What type of content is it? White paper, video, datasheet, etc.</i>	<i>Is content aimed at business or technical audience?</i>	<i>Note which sales cycle stages this content applies.</i>	<i>Where is it saved?</i>	<i>Date created and last updated</i>	<i>Does it need updating or is it current?</i>
1.Example	"How to Manage Multiple Product Launches and Still Hit Your Deadlines"	Kim Gusta kim@kimgusta.com	White paper	Business	Stage 3: Evaluating Solutions & Vendors	www.kimgusta.com/wp	Created: 3/11/11 Last updated: 4/15/11	7/5/11 by KG: Update "Resources" section with new website URLs
2.								
3.								
4.								
5.								
6.								
7.								
8.								



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