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My Government. My Terms.

Recommended Policies and Guidelines for Federal Public Websites

Final Report of the
Interagency Committee on
Government Information

Submitted to
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DEVELOPING AN INVENTORY, PRIORITIES, AND PUBLICATION SCHEDULE
FOR FEDERAL WEBSITES

Worksheet 2: DEVELOP YOUR INVENTORY OF INFORMATION/SERVICES FOR THE WEBSITE

- Down the left, list the audience groups you identified on Worksheet 1.
- At the top of each column, list the components of your organization or program areas.
- Fill in each box by answering two questions: What does this audience group want to know from this component? What does this component want to tell this audience group?

Audience	Organization Components or Program Areas			

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Worksheet 3: SET PRIORITIES AND PUBLICATION TARGETS
- In column 1, list all the content items you identified as your inventory, on Worksheet 2.
- In column 2, note whether this information is on the website currently (C), exists in some form but is not on the website (E), or has to be developed (D).
- In column 3, note whether the information is:
  - Priority 1: required by law, regulation, Presidential directive, or other official directive or national security.
  - Priority 2: mission-critical and essential for program operations, but not required by law, regulation, or Presidential directive (i.e.—information or services that are directly tied to your mission and/or strategic plan)
  - Priority 3: frequently requested information or services that would improve organization business processes and/or customer service to the public (e.g. most commonly used forms, documents, applications, transactions, etc.).
  - Priority 4: other information

- Some inventory items may fall into more than one priority. Assign them the highest priority.
- In column 4, assign a publication target for every inventory item that is not already posted on the website.

Content	Status	Priority	Publication Target