

LEARNING, UPGRADED TEMPLATE

Content Maintenance Tracker

Make content ownership, review dates, audience, source material, and retirement triggers visible before the library quietly decays.

Try this one thing today

Pick one high-use content area and add owner, audience, task, last reviewed date, and retirement trigger.

Use this when

- A course library has grown faster than the maintenance system.
- Old assets stay live because nobody owns retirement.
- The team needs a cleanup pass before a redesign, LMS migration, or content refresh.

What to have ready

- A focused content area, not the whole library.
- Usage, age, owner, or source information for the assets you are reviewing.
- A person who can confirm whether the content is still accurate.

Start this in 15 minutes

1. Pick one high-use or high-risk content area.
2. Add owner, source, review signal, and retirement trigger before reviewing every detail.
3. Score the content for usage, risk, source confidence, and age.
4. Decide whether to keep, revise, merge, rebuild, or retire it.

Blank working version

Fill only what you know. Mark missing information as Needs confirmation instead of guessing.

Asset

What content item are we tracking?

Task

What real work does this help someone perform?

Owner

Who can confirm this content is still accurate?

Source

What source material should the content match?

Review signal

What tells us it needs review?

Retirement trigger

When should this be archived, replaced, or merged?

Filled example

Asset

Quote exception walkthrough.

Task

Choose the correct exception path for a non-standard discount.

Owner

Sales operations workflow owner.

Source

Current quoting SOP and approval matrix.

Review signal

Approval matrix changes, policy update, or repeated support questions.

Retirement trigger

Archive if the workflow changes in the next quoting release.

Conversation script

- We do not need to fix the whole library today.
- Let's start with the content that people still use, that carries risk, or that nobody owns.
- If we can name the owner, source, review signal, and retirement trigger, we can make a real cleanup decision.

How to decide

High usage and accurate source

Keep and schedule the next review.

High usage and weak source confidence

Review now before it keeps spreading bad guidance.

Low usage and duplicate topic

Merge or retire.

High risk and no owner

Pause promotion until ownership is resolved.

Old content tied to a changed workflow

Archive, rebuild, or replace with point-of-work support.

Microsoft 365 or Google Workspace

Use Excel, Sheets, Lists, SharePoint, Airtable, or a lightweight project board to track status, owner, source, review date, usage signal, and retirement call.

AI-assisted help

Use AI to summarize old content, identify likely duplicate topics, draft task labels, and suggest review questions for the owner.

AI output validation

These prompt starters were created for the May 2026 model landscape. Verify all AI outputs before using them with learners, reviewers, leaders, customers, partner teams, or compliance-sensitive work. Do not paste sensitive or proprietary material into an AI tool unless your organization has approved that tool for that data.

Validation checklist

- The source of truth is named.
- The owner can approve changes or retirement.
- High-risk content is reviewed before low-risk cleanup work.
- Retirement does not remove support people still need at the point of work.
- Check every fact against an approved source.
- Mark anything AI guessed, inferred, or could not confirm.
- Remove private, sensitive, or customer-specific details that should not be in the working file.
- Confirm the right human owner approves the final decision.
- Review tone, accessibility, and learner impact before anything goes live.