

Asset Inventory: Pages							Legend:	Missing	Needs updating	Good
Number	Navigation Title	Navigation Location	Page Title	Content	Last Updated	Rating (1 -4)	Comments	Notes		
1.0	Home		International Association of Buisness Communicators	Filled with navigation to other pages. Blurb on what they do, links to the events and careers page, an news section with links to articles. Finishes with their sponsors and their logo.	2018	2	Very cluttered, redundant links, could just link to the main IABC site for about info, redundant information. Still functional although with a poor UI.	For each sub-page, there are two boxes with a link to their contact information and their volunteers page.		
2.0	Membership	/membership	Maximize your membership: A checklist for success	Explains what advantages IABC members get with sub-pages on the membership types, where the membership money goes, why you would join and a second membership page.	2018	4	May be a good idea to just link to the full IABC sites membership page. They have a clean page detailing the advantages of the membership with simple navigation the looks nice and easy to interpret. Becasue you can't make a membership on the Regina IABC site anyway, I don't see much point in repeating the info on the main site.			
2.1	Membership types	/membership/membership-types	Membership types	Tries to explain each type of membership, who they are intended for, you you get them, their price, etc.	2018	2	Doesn't explain two types of memberships, the regular membership and the retiree membership. Under the student membership section, there is a "become a student member" section. There is no "become a corporate member" section or any other section like that which makes it seem strange and out of place.			
2.2	Membership Dues	/membership/membership-dues	Member ship dues	Explains where the annual membership fees go with a nice visual breakdown of how much money goes to each place as well as the reason why.	2018	4	Most organizations don't provide any information on where membership money goes so this is a really nice addition.			
2.3	Why join IABC?	/membership/why join IABC	Why join IABC	Literally a quote from a blogpost that explains why someone would want to join the IABC	2018	3	Good explanation, although the massive quote seems like a cop-out. The link to the original blog post is also broken.			
2.4	Maximize your membership	/membership/maximize your membership	Maximize your membership	Talks about the professional development tools available for members and the cost to access them for non-members. Has a picture detailing the pourpose of each type of membership	2018	2	Provides a concise pourpose for each membership, although the image is huge and could be improved. Takes up a lot of space unnecessarily in my opinion. There is also a note at the bottom of the page telling the reader to visit the IABC regina website for more information but they are already on the IABC website? Doesn't make much sense. Could just link to a more detailed explination. Additionally, the main membersip page has the same title as this one. Redundant.			
3.0	Events	/events	Events	Lists two events with links to register for only the second one. The first event is an IABC Book club book recommendation: "Daring greatly: How the courage to be vulnerable transforms the way we live, love, parent and lead". It mentions that if there is enough interest then a seminar on it will be scheduled. The second event is a seminar on treaty acknowledgments.	2021	4	Seems to be up to date. Could have more events listed. There are many more listed on the main IABC website and in the previous check-in with IABC Regina, they mentioned that they just advertise the event on their website. Could be improved.	In addition to the links to their contact info and the volunteer page, there is a link to the presentation downloads page on this page on the left side		
3.1	View Presentation Downloads	/downloads	Downloads	Has three pdf files. The first one is about Steve & Cindy Crescenzo workshop held in Regina February 5, 2019. The second is about Corporate Social Responsibility Reporting with Brenda Stasiuk and Celeste Geisbauer from FCC. The third one is about How leaders spark or destroy culture. And the last one is about information from October Lunch & Learn.	2019	4	These are experiences or knowledge shared between members.			
4.0	Careers	/careers	Careers	Has two sentences that say that there are "opportunities" available for career advancement and personal reward.	2018	1	Almost a completely empty page which serves no purpose. Why is this here?			
4.1	Submit Career Posting	/careers/log-in	Career Posting login	Guidelines for posting positions on the IABC website, how the process works and the cost. Prompts people to make an account to save their billing information	2018	2	Has some into for people wanting to post a job offer however has no link or information on where to do so. Looks like the only thing you can really do here is to create an account on the website or send an email to "webmaster@iabcregina.ca" about questions. Strangly has no place to submit a job offer. Not good.			
4.2	Intervew Tips	/careers/Interview-tips	Interview Tips	Has a very thorough explination on how you can have the best job interview possible. There are tips for prepping for the interview, tips on what to do during the interview and tips on what to do after the interview.	2018	4	Very useful information. I think this should be more available for new users.			
4.3	Career Resources	/careers/Interview-tips	Career Resourses	A page with a list of links to places you can find jobs? Not too sure, there is no text explaining what these are.	2018	3	May or may not be useful. If your main job as a website is to promote their career oppourtunities, why would you provide advertisments to your competitors as well? Also, a bit of an explination on what these are or some guidance on which links to use would be useful.			
4.4	Infographics	/infographics	Infographics	Has three images of infographics. The fst infographic is about the most common mistakes people make during interviews. Quite difficult to read. The second infographic is on how to use social media to your advantage when looking for a job and the importance of doing so. Made in 2012. May be outdated. The last infographic is on the top five mistakes people make on their resumes.	2018	3	Most of the information looks interesting and useful. I just don't think it is a good idea to hide them behind a bunch of menus. I think they could be moved to the places they are relevant, for example moving the infographic on interviews to the interview tips page would put it in a spot where it would get more views instead of tucked away.			

5.0	Volunteers	/volunteers	Volunteers	Text with a brief summary of IABC Regina volunteering and its main advantages. It also has links to the pages Sponsorship and Volunteer Profiles	2018	3	The information is clear and well structured, but its too much text, so it make the page visually non attractive, probably would be a better option mix images with text.			
5.1	Sponsorship	/Volunteers/sponsorship	Sponsorship	Text with a brief summary of the IABC Regina sponsorship and contact information, also contains a link with details of the sponsorship (different levels and benefits)	2018	3				
5.2	Volunteer Profiles	/Volunteers/volunteer-profiles	Volunteer Profiles	Text with the transcript of an interview with a volunteer (Ashley Whiting), where she provides some interesting insights into the benefits of being an IABC member.						
6.0	Certification	/certification	Certification	Text with the description of the different certifications available and links of the different stages in an external site (GCCCouncil). It also has links to the pages Accredited Members and Communication Management Professional Certification.						
6.1	Accredited Members	/Accreditationaccredited-members	Accredited Members	Text referring to the IABC Regina accreditation process and a list of accredited members.						
6.2	Communication Management Professional Certification	/Accreditation/communication-management-professional-certification	Communication Management Professional Certification	Text with the details of the Communication Management Professional Certification offered by IABC Regina.						
7.0	Programs	/programs	Programs	Very short text regarding the different programs offered by IABC Regina. It also has links to the Regina Communicator Awards, MentorCentre, Silver Leaf Awards, Gold Quill Awards, and IABC Master Communicator Award pages.						
7.1	Regina Communication Awards	/Programs/regina-communications-awards	Regina Communication Awards	Text about the Regina Communicator Awards, commenting on the continuity of the award in recent years and a contact email for nominations.						
7.2	MentorCentre	/Programs/mentorship	MentorCentre	Text about the IABC Regina Mentorship Program called "MentorCentre", where they explain the main goal and the different phases.						
7.3	Silver Leaf Awards	/Programs/silver-leaf-awards	Silver Leaf Awards	Text about the Silver Leaf Awards, an IABC Canada initiative, this contain a brief description of the award and a link to apply.						
7.4	Gold Quill Awards	/Programs/gold-quill-awards	Gold Quill Awards	Text about the Gold Quill Awards, an IABC International initiative, this contain a brief description of the award and a link to apply.						
7.5	IABC Master Communicator Award	/Programs/abc-master-communicator	IABC Master Communicator Award	Text about the IABC Master Communicator, an IABC Canada initiative, this contain a brief description of the award and a link to apply.						
8.0	About Us	/about-us	About Us	Text about IABC Regina Chapter including what are they and what are their goals, also provide some link to the events page and the membership page.						
8.1	Executive Board	/About/executive-board	Executive Board	Text with the members of the Executive Board with the professional resume of each memeber and a profile picture	2020					
8.2	Mission, Vision, Values	/About/vision-mission-values	Mission, Vision, Values	Text with a description of IABC Regina Vision, Mission and Values, also has a link to the Executive Board Page						
8.3	Contact Us	/About/contact-us	Contact Us	Text with the description of the page and a contact form, also has a broken link						
8.4	Join the Execution Board	/join-the-executive-board	Join the Execution Board	Image with an infographic of the benefits of being a memeber of the IABC Regina Executive Board and a contact mail						
9.0	Dare to Lead 2018	/d2l2018	Dare to Lead 2018	Introduction to the activity of Dare to Lead 2018,there are some theme and journeys about this activity.	2018	2	It can tell members that there was an event held in 2018.	It's better for IABC/Regina to hold another big event like this.Because today is 2021,when new members reading this page they will misunderstand that the organization is so old.		
9.1	Keynotes	/keynote-speakers	Keynotes	Introduction of keynote speakers.	2018	2	These sub pages(from 9.1 to 9.6) need to be replaced, because today is 2021, IABC Regina need to hold another event like this and put new information here.			
9.2	Breakouts Sessions	/breakout-sessions	Breakouts Sessions	Introduction of three different tracks	2018					
9.3	Sponsorship	/sponsorshipD2L2018	Sponsorship	Introduction of the sponsorship	2018					
9.4	Accomodations	/accommodations	Accomodations	recomendation of hotels and restaurants	2018					
9.5	Registration	/registration	Registration	The place of registration to this event	2018					
9.6	Agenda for Saturday	/Dare2Lead2018/D2l-journal-tip-inAGENDA.pdf	Agenda for Saturday	The schedule of Conference Agenda 2018 Saturday,May 26.	2018					
10.0	Downloads	/downloads	Downloads	The download area of pdf files which inclu	2019	4	It can help members to earn the knowledge form other members.			

11.0	Newsroom (Announcements)	/newsroom	Newsroom (Announcements)	The news that happened on IABC/Regina ran from 2011 to 2020.	2020		A detailed introduction to the news happening at IABC/Regina from 2011 to 2020, which helps new members learn more about the organization.		
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