

Asset Inventory: Pages			Legend	Missing	Needs Update	Good	
Number & Page	Navigation Title	Navigation Location	Page Title	Content	Last Updated	Rating (1 -4)	Comments
1.0 Home	Not present in navigation bar	/	index_new	page shows a brief introduction of IABC Regina with quick links to important pages and newsroom posts as well as a header photo	2021	1	The home page is not present in the navigation bar so the only way to get back to the home page is to click the logo in the top left corner of the website. This needs to be fixed to include the home page in the navigation bar to allow users to easily navigate back to it. The page title needs to be fixed to be something like "Home   IABC Regina" or "Home" rather than "index_new".
2.0 Membership	Membership	/membership	Membership	page shows brief checklist of how to maximize your membership and lists the membership types	unknown (there is no indicating information)	3	Could be updated to include a brief description of membership in general
3.0 Events	Events	/events	Events	page shows upcoming events	2021	4	
4.0 Careers	Careers	/careers	Careers	page shows some job opportunities	2021	4	
5.0 Volunteers	Volunteer	/volunteers	Volunteers	page shows perks of becoming a volunteer for the community and information about establishing professional relationships	unknown (there is no indicating information)	4	
6.0 Certification	Certification	/certification	Certification	pages shows details about types of certifications, why to get certified and the steps on how to get certified	unknown (there is no indicating information)	4	
7.0 Programs	Programs	/programs	Programs	page includes very brief description that IABC has programs to recognize communicators	unknown (there is no indicating information)	1	Should be updated to include a more informative description about IABC's programs and maybe a list of the programs
8.0 About Us	About Us	/about-us	About Us	page gives information about IABC Regina; links to their event page, membership page, and volunteer page; brief message about executive board	2016-2017	1	Should be updated to reference 2020-2021 executive board instead of the 2016-2017 executive board

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9.0 Dare to Lead	Dare to Lead 2018 - in smaller navigation in top right	/d2l2018	Dare to Lead 2018	page shows a conference with its details of who will be the speakers, when and where it will happen, breakout-sessions, sponsorship, accomodations and how to register for the conference	2018	1	Why does this page need to be in the navigation bar? It is an old page that does not have current relevant information. Should be put somewhere like the "newsroom" where past information is posted
10.0 Downloads	Downloads - in smaller navigation in top right	/downloads	Downloads	page shows some downloadable content for some events	possibly 2019 - seems to be when the most recent download is from	3	remove and place the downloadable contents within their respective events or move to be a subpage under the main headers
11.0 Sponsorship	Sponsorship - in smaller navigation in top right	/Volunteers/sponsorship	Sponsorship	brief description about sponsorship opportunities and proposals, contact information for VP of sponsorships, proposal PDF	unknown (there is no indicating information)	4	
12.0 Newsroom	Newsroom - in smaller navigation in top right	/newsroom	Newsroom	links to pages/articles with news regarding IABC Regina	2020	2	Page should be updated with 2021 news
13.0 Contact Us	Contact Us - in smaller navigation in top right	/About/contact-us	Contact Us	page shows ways of communication with IABC Regina. Mailing Address and a form that asks for a preferred contact method (phone or email)	unknown (there is no indicating information)	3	does not have to be in a different navigation since it is under the "About" page, navigation location should be "/about-us/contact-us" since contact us is a subpage of the "About Us" page and its navigation is "/about-us"
14.0 Become a Member	Become a Member	N/A	N/A	Redirects back to the membership page	N/A	4	
15.0 Visit <a href="#">IABC.com</a>	Visit <a href="#">IABC.com</a>	N/A	N/A	Redirects to the international website	N/A	4	

<b>Team Name:</b> <i>The Nabooians</i> <b>Digital Product:</b> <a href="https://www.iabcregina.ca/">https://www.iabcregina.ca/</a> <b>Last Updated:</b> March 5, 2021		<b>Instructions:</b> Add instructions here for how partners and teammates should collaborate in this document. <b>Rating Scale:</b> Describe how to evaluate the <i>level of quality</i> given your goals and internal standards for content. <b>Owner:</b> Outline an owner and provide their contact information here.					
Name or Title of the Piece	Page Title	URL	Author, Owner, or Source	Subject or Topic	Format	Creation or Last Modified Date	Where Raw Files Reside
1.0 Home	index_new	<a href="https://www.iabcregina.ca/">https://www.iabcregina.ca/</a>	IABC Regina	Quick introduction of IABC Regina and what they are about.	text	2021	
				Image of IABC Regina's book club event "Daring Greatly".	image		<a href="https://www.iabcregina.ca/images/DaringGreatly.jpg">https://www.iabcregina.ca/images/DaringGreatly.jpg</a>
				Small information about and links to job opportunities, IABC certification and why join IABC.	text		
				Shows current event and link to it and as well as available careers and link to posting a job.	link		
Newsroom				Displays all the news IABC has and links to that specific news and as well as link to past news.	text	2020	
Get Involved				Quick sentences to joining IABC and link to their volunteers page	text	unknown	
Calling Sponsors				Quick information for those interested in increasing profile and network within IABC Regina members and link to volunteers page	text	unknown	
2.0 Membership	Membership	<a href="https://www.iabcregina.ca/membership">https://www.iabcregina.ca/membership</a>	IABC Regina	Quick information about all of the membership benefits. Links to various information pages for professional development, resources and assistance.	text	unknown	
				Lists about different types of membership that suits the user	text		
				Contact information of IABC Regina	text		
2.1 Membership Types	Membership Types	<a href="https://www.iabcregina.ca/Membership/membership-types">https://www.iabcregina.ca/Membership/membership-types</a>	IABC Regina	Lists types of membership available	text	unknown	
				Corporate membership package which lists different levels, number of members per tier and prices. Link to international IABC page for more information about corporate membership and as well as their contact information.	text		
				Information about qualification to student membership, a guide to applying for student membership and as well as student transition membership. Link to joining student membership online and instructions to join by mail/fax and contact informations.	text		
				A quick blurb about joining IABC Regina and volunteers for an email and as well as potential sponsors to increase profile and network throughout IABC Regina members	text		
2.2 Membership Dues	Membership Dues	<a href="https://www.iabcregina.ca/Membership/membership-dues">https://www.iabcregina.ca/Membership/membership-dues</a>	IABC Regina	Blurb about where the membership payment goes and a quick blurb about what IABC Regina supports and provide to their members	text	unknown	
				Contact information of IABC Regina	text		
				IABC membership fee breakdown and what they are responsible for	image		<a href="https://www.iabcregina.ca/Membership/IABC%20Fee%20Infographic%20-%20low%20res.jpg">https://www.iabcregina.ca/Membership/IABC%20Fee%20Infographic%20-%20low%20res.jpg</a>
2.3 Why Join IABC?	Why Join IABC?	<a href="https://www.iabcregina.ca/Membership/why-join-iabc">https://www.iabcregina.ca/Membership/why-join-iabc</a>	IABC Regina	Blog post blurb about benefits of joining IABC and a link to membership homepage	text	possibly 2014	
2.4 Maximizing IABC Membership	Maximize Your Membership	<a href="https://www.iabcregina.ca/Membership/maximize-your-membership">https://www.iabcregina.ca/Membership/maximize-your-membership</a>	IABC Regina	Variety professional development tools and quick introduction to on-demand webinars and a link to it for more information	text	unknown	
				Types of Membership with quick information about each membership that	image		<a href="https://www.iabcregina.ca/images/Membership%20Infographic.jpg">https://www.iabcregina.ca/images/Membership%20Infographic.jpg</a>
3.0 Events	Events	<a href="https://www.iabcregina.ca/events">https://www.iabcregina.ca/events</a>	IABC Regina	Information about current upcoming events and what they are about and its purpose. Link to eventbrite for more information about the event and to facebook and linkedin.	text	2021 but updated as new events are added	
3.1 View Presentation Downloads	Downloads	<a href="https://www.iabcregina.ca/downloads">https://www.iabcregina.ca/downloads</a>	IABC Regina	Downloadable files associated with some events	file	sometime between 2019-2021	
4.0 Careers	Careers	<a href="https://www.iabcregina.ca/careers">https://www.iabcregina.ca/careers</a>	IABC Regina	Provides information about employment opportunities	text	2021	
4.1 Submit Career Posting	Career Posting Login	<a href="https://www.iabcregina.ca/Careers/log-in">https://www.iabcregina.ca/Careers/log-in</a>	IABC Regina	Shows the cost, the detailed requirements, and instructions regarding a Job Posting	text	unknown	
				Login form for easier contact and faster billing information	form		
				Database for member's account login	database		

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4.2 Interview tips	Interview Tips	<a href="https://www.iabc Regina.ca/Careers/interview-tips">https://www.iabc Regina.ca/Careers/interview-tips</a>	IABC Regina	Provides some interview tips for applicants	text	unknown	
4.3 Career Resources	Career Resources	<a href="https://www.iabc Regina.ca/Careers/career-resources">https://www.iabc Regina.ca/Careers/career-resources</a>	IABC Regina	Links for career information from different websites	text	unknown	
4.4 Infographics	Infographics	<a href="https://www.iabc Regina.ca/infographics">https://www.iabc Regina.ca/infographics</a>	IABC Regina	Image that gives job interview tips	image	sometime after 2012	<a href="https://www.iabc Regina.ca/images/Job%20Interview%20-%20IABC%20Regina%20Website.jpg">https://www.iabc Regina.ca/images/Job%20Interview%20-%20IABC%20Regina%20Website.jpg</a>
				Image that shows statistics regarding job search and some tips	image		<a href="https://www.iabc Regina.ca/images/IABC%20Website%20-%20social%20recruiting%20(2).jpg">https://www.iabc Regina.ca/images/IABC%20Website%20-%20social%20recruiting%20(2).jpg</a>
				Image on what to avoid writing on resume	image		<a href="https://www.iabc Regina.ca/common%20resume%20mistakes%20(2)%20-%20IABC%20Website.jpg">https://www.iabc Regina.ca/common%20resume%20mistakes%20(2)%20-%20IABC%20Website.jpg</a>
5.0 Volunteers	Volunteers	<a href="https://www.iabc Regina.ca/volunteers">https://www.iabc Regina.ca/volunteers</a>	IABC Regina	Blurb about joining as volunteers for IABC Regina and perks of being part of their community and establishing professional relationships. Link to their IABC Regina twitter page for latest updates	text	unknown	
5.1 Sponsorship	Sponsorship	<a href="https://www.iabc Regina.ca/Volunteers/sponsorship">https://www.iabc Regina.ca/Volunteers/sponsorship</a>	IABC Regina	Information about joining IABC sponsorship and links to documents to sponsorship proposal	text	unknown	
5.2 Volunteer Profiles	Volunteer Profiles	<a href="https://www.iabc Regina.ca/Volunteers/volunteer-profiles">https://www.iabc Regina.ca/Volunteers/volunteer-profiles</a>	IABC Regina	Q & A about Ashley Whiting becoming a volunteer in IABC Regina	text	sometime after May 2011	
6.0 Certification	Certification	<a href="https://www.iabc Regina.ca/certification">https://www.iabc Regina.ca/certification</a>	IABC Regina	Information about benefits of IABC professional certification and two levels of certifications. It also talks about why it is good to have a certification and a guide to getting it.	text	unknown	
6.1 Accredited Members	Accredited Members	<a href="https://www.iabc Regina.ca/Accreditation/accredited-members">https://www.iabc Regina.ca/Accreditation/accredited-members</a>	IABC Regina	Short introduction and lists all of the accredited members in IABC Regina.	text	sometime after 2013	
6.2 Communication Management Professional Certification	Communication Management Professional Certification	<a href="https://www.iabc Regina.ca/Accreditation/communication-management-professional-certification">https://www.iabc Regina.ca/Accreditation/communication-management-professional-certification</a>	IABC Regina	Information to getting CMP certification. A guide to applying, prepping, writing the exam and maintaining the certification. Provides cost to apply and link to presentation with contact information.	text	somewhere between late 2014 and early 2015	
7.0 Programs	Programs	<a href="https://www.iabc Regina.ca/programs">https://www.iabc Regina.ca/programs</a>	IABC Regina	Little information to introduction of programs	text	unknown	
7.1 Regina Communicator Awards Information	Regina Communicator Awards	<a href="https://www.iabc Regina.ca/Programs/regina-communications-awards">https://www.iabc Regina.ca/Programs/regina-communications-awards</a>	IABC Regina	Provides information about the Regina Communicator Awards	text	Unsure - possibly before or in 2016. Almost certainly before 2018	
7.2 MentorCentre Information	Mentorship	<a href="https://www.iabc Regina.ca/Programs/mentorship">https://www.iabc Regina.ca/Programs/mentorship</a>	IABC Regina	Provides information about IABC Regina's mentorship program - MentorCentre	text	Unsure - possibly in 2016 or early 2017	
7.3 Silver Leaf Awards Information	Silver Leaf Awards	<a href="https://www.iabc Regina.ca/Programs/silver-leaf-awards">https://www.iabc Regina.ca/Programs/silver-leaf-awards</a>	IABC Regina	Provides brief information about Silver Leaf Awards. Links to the Silver Leaf Awards page on IABC Canada's website	text	unknown	
7.4 Gold Quill Awards Information	Gold Quill Awards	<a href="https://www.iabc Regina.ca/Programs/gold-quill-awards">https://www.iabc Regina.ca/Programs/gold-quill-awards</a>	IABC Regina	Provides very brief information about the Gold Quill Awards. Links to the Gold Quill Awards page for more information	text	unknown	
7.5 IABC Master Communicator Award	IABC Master Communicator	<a href="https://www.iabc Regina.ca/Programs/iabc-master-communicator">https://www.iabc Regina.ca/Programs/iabc-master-communicator</a>	IABC Regina	Provides brief information about the IABC Master Communicator Award, the nominations, recipients, and local recipients. Links to the related pages (award, nomination, honourees) on IABC Canada's website.	text	2016-2017	
8.0 About Us	About Us	<a href="https://www.iabc Regina.ca/about-us">https://www.iabc Regina.ca/about-us</a>	IABC Regina	Information about what IABC Regina is about and what they do. Links to IABC Regina events page, membership page, and volunteers page	text	unknown	
				Links to more information about the IABC Regina executive board, mission, vision, values, contact information and joining the executive board.	link		
IABC Regina's Twitter		present on every page of the website	IABC Regina	Shows IABC Regina's twitter feed	embedded Twitter feed	dynamically updated when new tweets are made	
Header		present on every page of the website	IABC Regina	IABC Regina Logo (color)	image	unknown	<a href="https://www.iabc Regina.ca/iabcapp/img/logo.png">https://www.iabc Regina.ca/iabcapp/img/logo.png</a>
				main navigation bar	navigation		
				secondary navigation bar	navigation		
				search field	text field		

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				twitter icon/link	icon		
				linked in icon/link	icon		
Footer		present on every page of the website	IABC Regina	IABC Regina logo (black & white)	image	unknown	<a href="https://www.iabcregina.ca/iabcapp/img/logos/iabc_rev.png">https://www.iabcregina.ca/iabcapp/img/logos/iabc_rev.png</a>
				Mpath digital engagement sponsor logo	image	unknown	<a href="https://www.iabcregina.ca/iabcapp/img/logos/mpath_rev.png">https://www.iabcregina.ca/iabcapp/img/logos/mpath_rev.png</a>