

Content & Experience: ACTIVITIES & DELIVERABLES

2023

© 2023 Rubicon CX, LLC. All rights reserved. Confidential

Not all activities and deliverables will be required for each particular project. However, there are core activities that should be included in each project

Content inventory

Description: Captures the current state of the content of a digital experience. Beyond copy, it also includes all asset types, such as videos and images.

May be used as the base for migration work in later phases (i.e. mapping pages to their new page types and site map locations if they will be migrated).

Dependencies: Site list

Informs: Content Audit

Core

Total	s= 310					
	Address	Hierarchy			Subdomain Notes & Reference	
)		Domain	Owne	d by	Page Count (Estimated)	Slickplan Page Count
1.2	www.university.edu/about/rankings.php www.university.edu/academics.php	www.university.edu www.university.edu		#N/A #N/A	_	
2.1	bagwell.university.edu	bagwell.university.edu		#N/A	25	6 4
2.1.1	bcoe.university.edu	bcoe.university.edu		#N/A		3
.2	coles.university.edu	coles.university.edu		#N/A	50	1
.3	cacm.university.edu	cacm.university.edu		#N/A	10	4
.4	ccse.university.edu	ccse.university.edu		#N/A	26	4
5	cpe.university.edu	cpe.university.edu		#N/A	2,32	0

RUBICON CX

Content audit

Core

Description: Once the inventory is complete, the content is audited and assessed to identify opportunities for improvement and areas that are working. Each piece of content is scored qualitatively based on previously identified criteria such as brand fidelity and timeliness. This document can then be used to help inform a 'keep-editretire' exercise.

Dependencies: Content Inventory

Informs: Content Strategy Brief



© 2023 Rubicon CX, LLC. All rights reserved. Confidential.

RUBICON

Competitive assessment

Description: Offers a review of other sites. Competitive site selection may be based on similar domains, similar functionality, or similar style, depending on project needs.

NOTE: This typically is not a formal deliverable, but an input into larger deliverables for the Explore phase, Content Strategy Brief.

Dependencies: Competitive and adjacency set

Informs: Content Strategy Brief

Competitive Assessment Overview

Functionality	MDA	Memorial Sloan Kettering	Mayo Clinic	Standford Health Care
Ease of Use	ightarrow		•	\bullet
Layout & Hierarchy	O	•		•
Navigation & Wayfinding	ightarrow	•	0	•
Look & Feel	O	•	0	Ð
Brand Fidelity	O	J	0	Ð
Content Experience	\bullet	•		O
Relevance	•	•		\bullet
Social Integration	0	•	0	•
Emotional Appeal	O		•	•
Consistency & Standards		•		•
Contact Support	•	•	O	O
Mobile & Tablet Optimization	0			•
Score: Excellent Goo	d 🕘 Avera	ge 🕕 Poor 🕻	Non-Existe	ent 🔿

Content strategy brief

Description: Provides directional, high-level recommendations for content on the site to meet not only the stated business goals, but also user needs.

These recommendations focus not only on site copy, but inform other types of content as well (i.e. video, audio, imagery, and social content).

Dependencies: Content Audit

Informs: Site Map, Messaging Framework, Wireframes



Content strategy playbook

Description: Developed from collaborative ideation. It provides tactical guidance around future-state recommendations for content on the specific page templates to meet not only the stated business goals, but also user needs. These recommendations outline the story architecture of a particular page or page type, informing the overall design.

Dependencies: Content Strategy Brief, Voice and Tone, Brand Guidelines

Informs: Copydeck, Wireframes

Core **Category** listing WHAT IT IS CHANNELS Users can browse through different product categories offered by SGWS and discover information about varietals and spirit styles while also being surfaced a list of products that fall into that category AUDIENCES All - Customers, Sales, Service FEATURES DEPENDENCIES Category landing outlines the full PIM – Product Details, Product categorical hierarchy (Category, Class, Sub-Assets, Product Tags CUSTOMER VALUE Class, Varietal) to allow user to browse through Marketing DAM and identify new product styles CMS Category Landing When a category filter/tag is selected, a Category Feature Section category image and short description appears above the product listing on the results page Category Article/Guides CONTENT TYPES that sets context around the product type as well as displays all the products in that category Categories User can click a CTA from that category feature Products image that leads to an article/guide on that BUSINESS CONSIDERATIONS Promotions specific category or varietal so they can learn Article more about the history, flavor profiles, regional **Business Valu** specs of that category Operational Complexity Promotion can be run on a specific product category which filters the product list and Implementation Complexity displays the discount NOTE: Might be useful to start with Wine types and varietals and gradually move into other categories

X

U

RUBICON

RUBICON CX

Voice and tone

Description: The editorial execution of a brand. It ensures that communication is consistent across a digital experience and aligns with other important communications. Voice is how the brand sounds. Tone is how it feels. Together, these determine the words, nomenclature, and style that should be used. In short, it's how we talk to our users.

Dependencies: Brand Guidelines, Content Strategy Brief

Informs: Messaging Framework, Editorial Guidelines

Not	Неге	Not
Cocksure	Confident	Restrained
Freewheeling	Trustworthy	Circumspect
Renegade	Loyal	Slavish
Revolutionary	Progressive	Staid
Emotional	Passionate	Stoic

Ú

RUBICON

Messaging framework

Description: A Messaging Framework is used to develop key messages for each audience that ladder back to the brand values and experience principles.

Dependencies: Content Strategy Brief, Voice and Tone, Brand Guidelines

Informs: Copydeck, Editorial Guidelines, Content Strategy Playbook

Brand Message **Creating Connections** With innovation as our lifeblood, we connect issuers, merchants and customers to create a seamless experience through integrated solutions and smart, secure technology Online Ecosystem Unlock your relationship Our online ecosystem connects you to unlock the potential of your relationship Website Connect to solutions Helps you connect to the right innovative solution or experience Foundation Values Trust Inclusion Innovation Content Connected Life **Connected Future** Connected Community Connected Good Seamlessly, safely, and securely Innovation changing the world with our Shaping the future of our towns and Doing well by doing good initiatives connecting your world to make co-creation process securely empowering cities to create more efficient, safe & enable societies and economies to transactions possible wherever you are our customers' potential connected communities flourish **Experience Principles** Continuous Uncomplicated Guided Immersive Human Small/ Small/ Solutions **Credit Union** Key Messages Acceptance Large Retail/ Large Large FI Medium Consume Medium Governmen Partner Partner (Issuer) Business Enterprise (Issuer) Retailer Business Key Messages for Each Audience

Create framework for messaging development

Improve brand alignment

RUBICON CX

Editorial Guidelines

Description: Defines the content style and usage needs for future content across all audiences and channels.

They also define key quality attributes for all content to be produced, supporting the rollout of the appropriate branding and execution for all digital content.

Dependencies: Content Strategy Brief, Voice and Tone

Informs: Copydeck

Table of Contents [¶]
Introduction
Voice and Tone
Digital Voice & Brand
The Brand Personality
Voice Scale
Target Audiences
Consumers
Businesses
Usage Guidelines
User-Centered Writing
Voice and Editorial Strategies
Usage and Style
Naming and Nomenclature 27¶
Content Types and Attributes
Recommended References
Essential References
Other References

Description: Works as a collaborative tool during the design process. It illustrates how the eventual site copy will be displayed on key pages within the design, highlighting the key messaging, embodying the voice and tone, and adhering to best-of-breed digital writing principles. It may inform final copy, but is not intended to replace it.

Dependencies: Content Strategy Brief, Voice and Tone, Editorial Guidelines, Content Strategy Playbook

Informs: Copydeck, Wireframes, Visual Designs

Core



We're on the front end of the innovations and technologies that are reinventing transport. Virtual assistants, empathic AI, machine learning, contextual reasoning, voice biometrics—these are only just the beginning of where we're going on the road ahead. We're bringing cars, the cloud, personal devices, the IoT, and more enjoyable and safer journeys for drivers together.

CX

12

© 2023 Rubicon CX, LLC. All rights reserved. Confidential.

CX

RUBICON

Metadata & tagging strategy

Description: Defines the overall strategy for tagging data. It may also define the actual metadata and tag attributes. This is required if metadata/tagging for future states will be different than for current CMS or DAM implementation. Assumes the tags themselves are defined in the taxonomy.

Dependencies: Content Strategy Brief

Informs: Taxonomy



Taxonomy

Description: A Taxonomy is a classification of data and may be limited to a front-end taxonomy (what the user sees) or both a front-end and a back-end taxonomy. The Taxonomy document may also include the set of attributes or tags that must be defined to ensure the faceted search or navigation surfaces up the correct data.

Dependencies: Metadata and Tagging Strategy

Informs: Site Map



pavia

Site map

Description: Visual mapping of the future-state site structure, representing the pages of the site in a hierarchical format. This deliverable may be owned by CS. If it is owned by the UX, as typical, it should be created with significant input from CS. Content recommendations from Explore and Define should be inputs to site map.

Dependencies: Taxonomy

Informs: Content Model, Content Matrix

L Newslet Signup 2.0 Why Cerence? 3.0 Our Company 7.0 Terms of Use 6.0 News 8.0 Privacy 1.1 Ceren 1.4 Beyond 1.5.x Fact Sheet/ /ideo/Press Relea 1.4.1.x Fact Sheet Video/Press Relea 1.1.2 Car L 1.1.2.x Fact She 1.4.3 Input 1.1.3.x Fact She 1.1.4.x Fact Shee

RUBICON CX

Core

Confidential

© 2023 Rubicon CX, LLC. All rights res

RUBICON CX

Core

Content matrix

Description: Documents annotations for the content elements on each module or page in the wireframe/ design. It's a page-by-page (and sometimes component-by-component) map of the future-state content. It maps each page to a template and identifies which components will be required to build the page. The content matrix detail will vary based on if a CMS is being leveraged and which one is being leveraged.

Dependencies: Site Map, Wireframes Informs: Copydeck, Content Model

ID	Level 1	Level 2	Level 3	Lovel 4	Title	Update Frequency	Module/Component		Page Template	Personalization	Personalization Priority (L/M/H))	Content Status
I.O.rd	Sprint Cup Series				NASCAR Sprint Cup Series Home	Daily	Page	Homepage	Homepage			New
1.0.rd.RDAY	Sprint Cup Series				Live Race Overview	Real Time	Dynamic Race Details					New
1.0.rd.HERO	Sprint Cup Series	-	-	-	[News Item 1]	Daily	In Season Homepage Hero			Implicit: Audience. Explicit: Driver	н	New
1.0.rd.PREV	Sprint Cup Series	-	-	-	Next Race	Weekly	Race Preview			Implicit: Audience. Explicit: Driver	м	New
1.0.rd.NEWS	Sprint Cup Series	-	-	-	News & Media	Hourly	News & Media			Implicit: Audience. Explicit: Driver	м	New
1.0.rd.STND	Sprint Cup Series				Standings	Weekly	Standings & Statistics					New
1.0.rd.DRIV	Sprint Cup Series				Drivers	Weekly	Drivers			Explicit: Driver	Н	New
1.0.rd.PRED	Sprint Cup Series		Ē	_	Predictions	Weekly	Predictions					New
1.0.rd.TRCK	Sprint Cup Series	_	L	_	Tracks	Weekly	Track Experience					New
1.0.rd.SOCB	Sprint Cup Series	-	-	-	Social Trends	Hourly	Social Trends			Explicit: Driver, Track	н	New
1.0.rd.GALL	Sprint Cup Series	-	-	-	Media Gallery	Weekly	Media Gallery			Implicit: Audience. Explicit: Driver	м	New
1.0.rd.POLL	Sprint Cup Series	-	-	-	Fan Poll	Daily	Poll			Implicit: Audience. Explicit: Driver	м	New
1.0.rd.SPRO	Sprint Cup Series				[Promotion Names]	Semi-Annually	Promotion Small			Implicit: Audience	L	New
1.0.in	Sprint Cup Series	_	_	_	NASCAR Sprint Cup Series Home	Daily	Page	Homepage	Homepage			New
1.0.in.HERO	Sprint Cup Series	-	-	-	[News Item 1]	Daily	In Season Homepage Hero			Implicit: Audience. Explicit: Driver	н	New
1.0.in.PREV	Sprint Cup Series	-	-	-	Next Race	Weekly	Race Preview			Implicit: Audience. Explicit: Driver	м	New
1.0.in.NEWS	Sprint Cup Series	-	-	-	News & Media	Hourly	News & Media			Implicit: Audience. Explicit: Driver	L	New
1.0.in.STND	Sprint Cup Series				Standings	Weekly	Standings & Statistics					New
1.0.in.DRIV	Sprint Cup Series	-	-	-	Drivers	Weekly	Drivers			Explicit: Driver	Н	New
1.0.in.PRED	Sprint Cup Series	-	-	-	Predictions	Weekly	Predictions					New
1.0.in.TRCK	Sprint Cup Series	-	-	-	Tracks	Weekly	Track Experience					New
1.0.in.SOCB	Sprint Cup Series	-	-	-	Social Trends	Hourly	Social Trends			Explicit: Driver, Track	н	New
1.0.in.GALL	Sprint Cup Series	-	-	-	Media Gallery	Weekly	Media Gallery			Implicit: Audience. Explicit: Driver	М	New
1.0.in.POLL	Sprint Cup Series	-	-	-	Fan Poll	Daily	Poll			Implicit: Audience. Explicit: Driver	м	New
1.0.in.SPRO	Sprint Cup Series	_	_	_	[Promotion Names]	Semi-Annually	Promotion Small			Implicit: Audience	L	New
1.0.os	Sprint Cup Series	_	_	_	NASCAR Sprint Cup Series Home	Daily	Page	Homepage	Homepage			New
1.0.os.HERO	Sprint Cup Series	-	-	-	[News Item 1]	Daily	Offseason Homepage Hero			Implicit: Audience. Explicit: Driver	Н	New

Content model

Description: Defines future-state page types, modules, and elements that make up each content type or component. It typically includes a metadata specification at both the content type/component and page template level. This document is ultimately used to design the authoring experience within a CMS.

Dependencies: Wireframes, Content Matrix, Business Requirements

Informs: CMS Design



CX

RUBICON

17

RUBICON CX

Metadata specification

Description: Outlines the metadata fields and values available for tagging content and assets within a CMS or DAM system. It indicates which values are inherited from the folder structure, versus which are applied directly to the content or asset. Additionally, it specifies which fields are required and which are optional.

Dependencies: Content Model, Taxonomy

Informs: CMS Design

DAM Asset Entry At	tributes & Metadata								
	62	= Attributes							
	Attribute		Control/Field Type	Required?	Count	Char Set	Notes	MVP?	
.			▼	• •	v	▼			•
Descriptive			Text Field			Alphanumeric		Ŷ	
	Description	User-Generated	Text Area	N	400	Alphanumeric	Do we need this?	N	
	Brand	System-Generated	N/A	Y	40	Alphanumeric	Autopopulate based on asset location	Y	
	Asset Type	System-Generated	N/A	Y	40	Alphanumeric	Autopopulate based on asset location/file type. Image/Digital MCU.	Y	
	Region	System-Generated	N/A	N	40	Alphanumeric	Based on location/country. Autopopulate	?	
	Country	User-Generated	Multi-Select	Y	40	Alphanumeric	Location. Can infer region from this.	Y	
	Language	User-Generated	Dropdown/Multi-Select	N	40	Alphanumeric	e.g., English, Spanish, French	Y	_
	Campaign	User-Generated	Text Field	N	40	Alphanumeric		?	
	Channel	User-Generated	Multi-Select	N	40	Alphanumeric	Does this need to be required	N	
	Active Collab #	User-Generated	Text Field	Y	40	Alphanumeric	Job # for Agencies	Y	
	Campaign/Prroduct Name	User-Generated	Text Field	Y	40	Alphanumeric		Y	
	Collecton ID	User-Generated	Text Field	N	40	Alphanumeric	Used for Campaign, Product, Collection. Is this related to Active Collab #?	?	
	Keywords/Tags	User-Generated	Text Field/System Generate	Y	500	Alphanumeric	Search taxonomy and suggest keywords for asset	Y	
	ALT Text	User-Generated	Text Field	N	40	Alphanumeric	Alt Text to be displayed when used on the web.	Y	
	Audience	User-Generated	Dropdown	N	40	Alphanumeric		?	
	Customer Lifecycle	User-Generated	Dropdown	N	40	Alphanumeric		N	
	Related Assets	User-Generated	Browse	N	40	Alphanumeric	Replicable. Used to create Campaigns, etc.	N	

RUBICON CX

Editorial calendar

Description: Outlines how often content should be updated and describes the specific topics that should be addressed to support content marketing efforts.

Dependencies: Content Strategy Brief, Voice and Tone, Brand Guidelines, Messaging Framework

Informs: Copydeck



Governance model

Content governance board structure

Description: Provides the post-launch model (decentralized, centralized, or hybrid) to manage the ongoing content needs of the organization. This document defines the process of managing content roles, responsibilities, processes, documentation, tools, and training. It can also provide staffing recommendations for roles that are required to maintain and govern content.

Dependencies: Stakeholder Interviews, Content Strategy Brief

Informs: Editorial Workflows



RUBICON CX

Workflows

Description: Defines the CMS and Business workflow for content creation, including both manual processes and tool-enabled processes. It outlines the roles and responsibilities required for content maintenance and content creation.

NOTE: This is at a more granular level than the Governance Model. The workflows may be included as an appendix in the final Governance Model document.

Dependencies: Governance Model

Informs: CMS Design

2A Basic Editorial Workflow



Copydeck

Description: Provides a mechanism for capturing all copy (new and existing) in a digital experience, including metadata, open graph, accessibility tags, and link opportunities. The format provides an easy handoff for dev to be entered into a content management system. These can be mapped to specific pages in the content matrix.

Dependencies: Editorial Guidelines, Copydeck Template

Informs: Site copy

Module¤	Сору	a de la construcción de la constru La construcción de la construcción d	
Hero·Module¶ [Note:·Hero·Module Image]¤	Al·for·a·world·in·mo ¤	tion¶	
Full-Body-Intro-Copy¤	assistants, empathic Al, mach just the beginning of where w	innovations and technologies that are reinventing transport. Virtual ine learning, contextual reasoning, voice biometrics—these are only re're going on the road ahead. We're bringing cars, the cloud, personal joyable and safer journeys for drivers together.¤	
In-Page Navigation X	Cerence-Drive	н	
	Two-Column·Module¶ [Note: Two-column· Module with Image]¤	Cerence ARK Assistant Accelerated deployment of a world-class voice assistant	
Two-Column·Module¶ [Note: Two-column· Module with ·Image]¤		More half of U.S. adults have used voice in their vehicles. Cerence Drive Assistant gives the ability to quickly deploy a turnkey voice assistant to meet this growing demand with customization. It provides the most desired voice capabilities without losing any of the port of flexibility you expect from Cerence.¶ Learn-about Cerence Drive Assistant → X	n minimal
	Two-Column·Module¶ [Note: Two-column· Module with Image]¤	Beyond-Voice¶ Go-beyond-voice-with-the-most-intuitive-interaction-available¶ Go beyond voice with the most intuitive interaction available. Speak, gesture, write or la automotive assistant will understand. Voice isn't always the most convenient way to co so we've evolved our voice assistant to just get it, shifting seamlessly from one mode of interaction to the next.¶ Learn-more-about-beyond-voice→X	mmunicate—
	Two-Column·Module¶ [Note:·Two-column· Module·with·Image]¤	Cerence Pay¶ Cerence Pay delivers a contactless payment experience through voice-powered AI in a c to meet the increasing demand for faster, safer and more convenient payment options	-

RUBICON

Thank you.

RUBICON CX © 2023 Rubicon CX, LLC. All rights reserved. Confidential.