Geonetric Webinar: June 2017

# Take Control with Digital Governance



# White Paper: Getting Started with Governance

## **Available Soon!**

Request a copy in the survey following the webinar.



Getting Started with Digital Governance



# **Content Marketing for Healthcare**

Join us on July 19, 2017, at 2 p.m. EDT / 11 a.m. PDT

Effective content marketing requires more than just writing blogs posts.

Attend this webinar to learn how to develop a content marketing framework that attracts a clearly-defined audience and drives action.

**Register at: geonetric.com/webinars** 

### You'll learn:

- The many shapes content marketing can take and what makes content valuable
- Which content marketing tactics healthcare marketers find most effective
- Examples of effective content marketing
- How to generate ideas for your content marketing efforts

## Geonetric Clients

74 healthcare clients 500+ websites 18 years of experience



























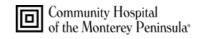




























































LubbockHeart

















## Welcome!

## **Speakerphone tip**

Mute your microphone for best audio quality.

### **Have questions?**

We'll try to answer as many as possible. Enter them in the Questions field.

### We love feedback

Please complete the survey at the end of the webinar.

## We are recording

Video of today's webinar will be posted on geonetric.com in the Ideas section.

# Today's Presenter



Jill Jensen Web Strategy & Editorial Director



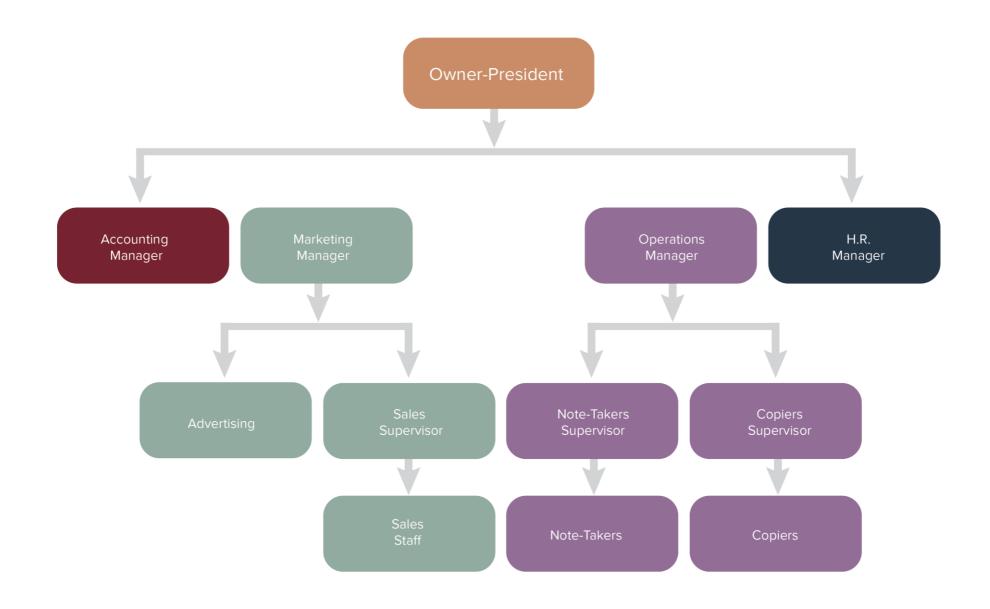
# Take Control with Digital Governance

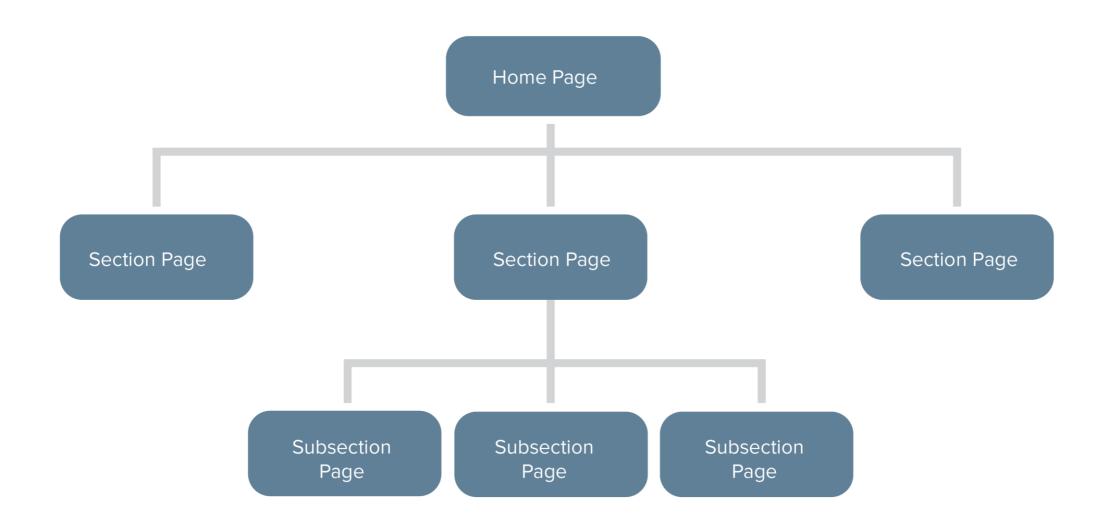
Jill Jensen

G E O N E T R I C<sup>®</sup>

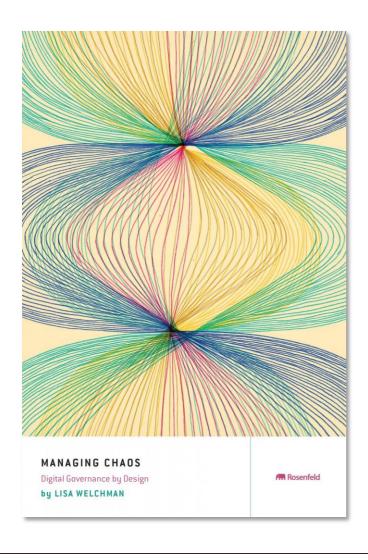








## Governance definition



Digital governance is a framework for establishing accountability, roles, and decision-making authority for an organization's digital presence... [by addressing] three topics: strategy, policy, and standards.

— Lisa Welchman, author, *Managing Chaos* 

# Digital properties

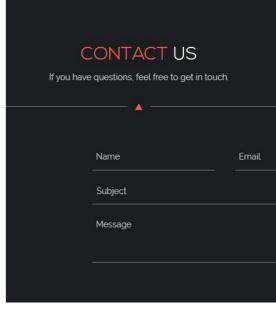
- Company websites
- Social media accounts Facebook, YouTube, Twitter, Pinterest...
- Private portals Employees, customers, vendors
- Content marketing hubs, blogs, news stories, press releases
- Electronic data Email, spreadsheets, PDFs, word processing documents, directories
- Media assets Images, video, audio
- Digital devices + technology Hardware, cloud storage, infrastructure, IT

# Websites = problem-solving content









Words Images Video Forms

# Content explosion!

- Competing interests add content to support their needs/goals without considering overall user experience or whether it truly belongs on the site
- Time, staff, and budget constraints mean no one's dedicated to wrangling all digital properties and content
- Decision authority who can say YES or NO hasn't been established or isn't clear
- Documentation for standards, processes, policies, etc., doesn't exist

Disorganized content = confusion

Remember...
Just because you can publish something

doesn't mean you should!

# Governance value

## Governance value

- Increases productivity for content development, review, publishing, updates
- Creates agreed-upon procedures and well-defined direction
- Reduces risk to reputation and legal status
- Avoids potential fines





## Governance value

- Increases customer engagement and conversions
- Improves overall user experience
- Enhances brand with consistent, high-quality experience across digital channels
- Builds user confidence and trust over time
- Positively impacts your bottom line





51%

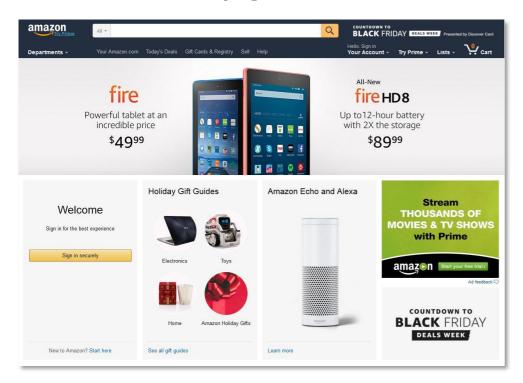
CFOs who say governance is a high or very high priority

10%

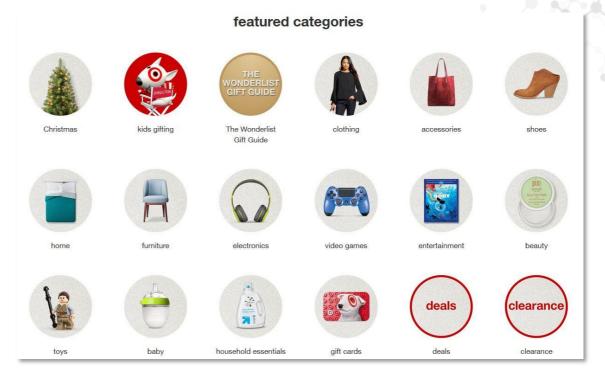
EBITDA growth from governance over past 3 years

## Websites = content

### **Amazon.com homepage**



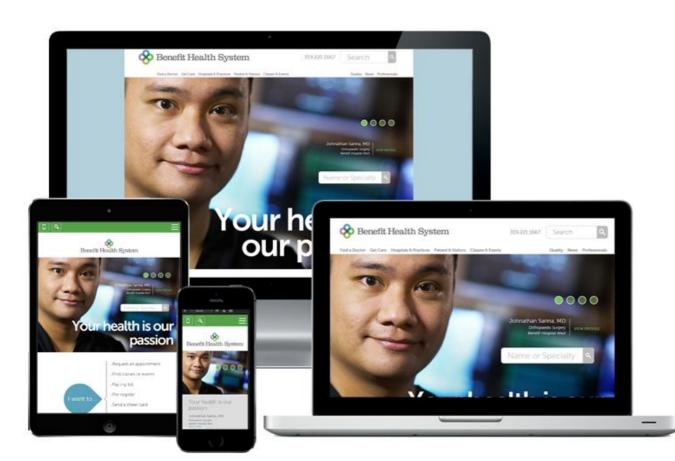
### **Target.com homepage categories**



# 60%

consumers less likely to purchase from small business based on bad impression of website

## Websites = content



Governance helps hospitals and healthcare systems integrate online and offline marketing activities for our "omnichannel" world.

# Think strategically

# Governance = strategy

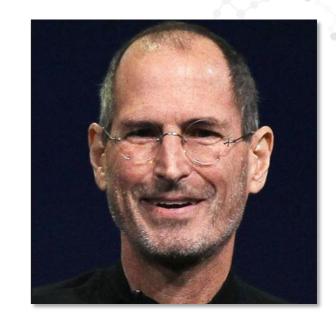


The essence of strategy is choosing what not to do.

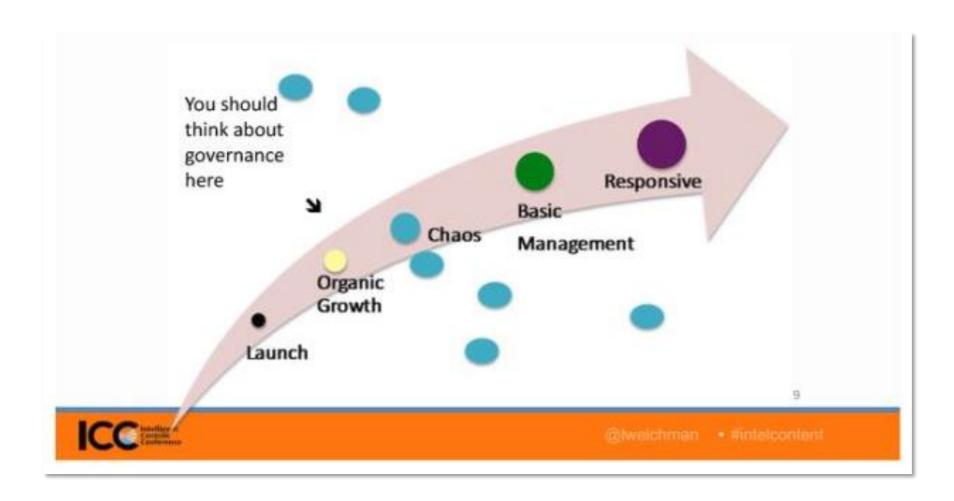
— Michael Porter, Harvard Business School

Deciding what not to do is as important as deciding what to do.

— Steve Jobs, co-founder, Apple



# From chaos to management



# Key questions

- What needs to be done?
- What roles/responsibilities will help us accomplish these activities?
- What standards, processes, workflows, guidelines, and policies do we set/follow?
- How do we keep contributors up to date?
- Who gets to decide?



## Governance framework



Most digital governance challenges come from not knowing who's supposed to decide things.

We're not talking about micromanaging. We're talking about supporting people in doing their jobs.

— Digital Governance Primer, CMI

Know your organizational goals as a foundation to build a

Core Strategy Statement



A core strategy statement guides constituents and teams through ongoing website development, maintenance, and redesign.

#### **Sample Core Strategy Statement**

To support Benefit Health System's goal of creating an exceptional user experience for our current and prospective patients, families, caregivers, and loved ones, our website will offer an accessible, easy-to-use, and appealing way for people find our services and take action to get the help they need.

We'll do this by focusing on users in an expandable website that prioritizes services over organizational issues, answers typical questions in engaging ways, connects services with providers and locations, and makes it easy for people to get the care they need as quickly as possible.



Turn your key statement components into questions to help determine responses to website requests.

### **Sample Core Strategy Statement**

In support of Benefit Health System's goal to create an exceptional user experience for our current and prospective patients, families, caregivers, and loved ones, our website will offer an accessible, easy-to-use, and appealing way for people to find our services and take action.

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## Does this request allow us to...

- Create an exceptional user experience?
- Offer an accessible, easy-to-use, and appealing website?
- Help people find our services?
- Help people take action?
- Focus on users?
- Build an expandable website?
- Prioritize information about our services over organization-focused issues like press releases or departmental structures?
- Answer typical questions in engaging ways?
- Allow users who view service line content to easily see the physicians who provide that care and the locations where they can find it?
- Make it easy for people to get needed care as quickly as possible?



YES!

- Respond favorably
- Outline ways to incorporate into website
- Choose best option and take action to include in website

NO?

- Reject request
- Respond with information about how current site already meets the need
- Hold conversations to uncover acceptable alternatives or to identify areas for potential website expansion

# Sample request

Add page about robotic-assisted surgery to Women's Health service line section

### **Sample Core Strategy Statement**

In support of Benefit Health System's goal to create an exceptional user experience for our current and prospective patients, families, caregivers, and loved ones, our website will offer an accessible, easy-to-use, and appealing way for people to find our services and take action.

We'll do this by focusing on users in an expandable website that prioritizes services information over organizational issues, answers typical questions in engaging ways, connects services with providers and locations, and makes it easy for people to get the care they need as quickly as possible.

#### **Factors to consider:**

- A robust page about robotic-assisted surgery already exists in the Surgery section
- Cross-linking among sections helps improve search optimization and user engagement
- Limited resources exist for writing new content in our preferred userand benefit-focused web style

### Factors to consider

- A robust page about roboticassisted surgery already exists in the Surgery section
- Cross-linking among sections helps improve search optimization and user engagement
- Limited resources staff, time, budget — exist for writing new content in our preferred user- and benefit-focused web style

### Response

- Reject request
- Show how current site already meets the need
- Hold conversations to uncover acceptable alternatives or to identify areas for potential website expansion
  - Expand current page with subhead and text about new uses in Women's Health
  - Cross-link from Surgery to new marketing text on pages in Women's Health section
  - Use other digital channels to cross-promote
  - More?

### Governance + core strategy

A core strategy statement provides guidance about decision authority.

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# Most digital governance challenges come from not knowing who's supposed to decide things.

Content Marketing Institute

# Governance + decision authority

#### Strategic authority

- Establishes objectives, resources, budgeting for website and other digital properties
- Defines audience(s), updates annual plans
- Typically takes the form of a steering committee or group

#### Implementation authority

- Makes decisions about day-to-day operations, such as:
  - Content requests/maintenance/oversight
  - Standards, workflows, processes, procedures, policies, etc.
  - Design Visual, UX, other
  - Functionality and technical issues





# Governance framework

### Governance framework

- Unique to each organization; no one-size-fits-all template exists
- Integrates components into daily digital activities
- Uses existing processes and people with appropriate modification whenever possible
- Formalizes and documents relationships and activities into a system of guidelines and procedures
- Represents key constituent needs and respects subject matter expertise
- Remains realistic, easy to use, open to change and growth

People

**Process** 

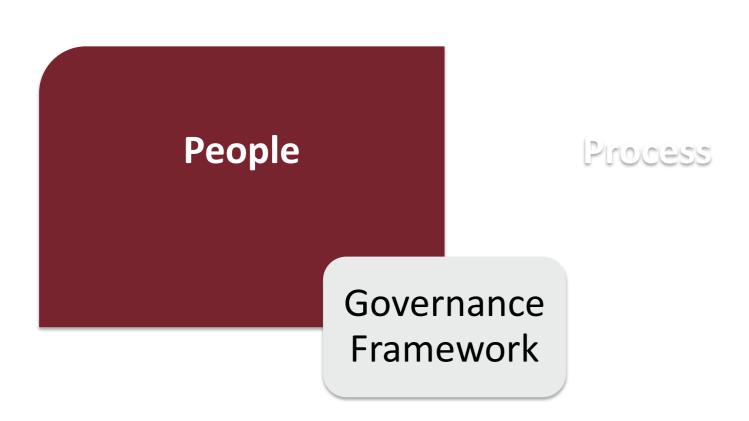
Governance Framework

**Documentation** 

**Training** 

#### **Governance includes**

- Editorial style guides
- Voice/tone guidelines
- Request forms
- Approval processes
- Writing templates
- Microsite decision guide
- Publication calendars
- Workflows planning and implementation cycle, innovation cycle, etc.
- Training programs
- Steering groups, committees



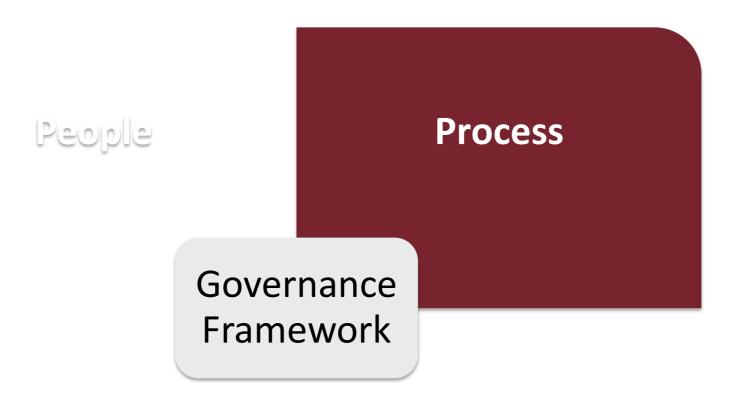
Documentation

Training

# People

Roles, responsibilities, decision authority, overall strategy

- **Web Steering Group** Includes senior managers from all areas of the organization with a stake in the website
  - Identifies and sets priorities
  - Serves as forum to discuss issues + resolve competing interests
- Web Development and Maintenance Covers various roles, including:
  - Web manager, content producers/editors, strategists, social media producers, designers, information architect, developers, marketing, analytics
- Infrastructure Monitors and maintains stable technical environment for website
  - Technology (CMS, hardware, etc.), IT, engineering, hosting, security



Documentation

Training

#### Process

Standards, workflows, schedules, guidelines, policies, procedures...

- **Content** Strategy, inventory, audit, analysis, message architecture, sourcing, writing (development), editing, calendar, style guide, editorial/brand standards
- **Design** Visual, interaction, user experience
- Reviews and approvals Internal team, subject matter experts (SMEs), other
- **Publish, update, archive, delete** Time frames, schedules, responsible person(s)
- **Taxonomies** Categories, tags
- SEO, keyword, metadata guidelines/implementation approaches
- Community management/moderation Social media, website, other channels
- Accessibility and usability
- Information architecture, site/section structure, navigation, webpage template requirements (content types, content formats, design, functionality, etc.)
- Special circumstances, such as criteria for use of microsites, etc.

People

Process

Governance Framework

**Documentation** 

Training

#### Documentation

#### Capture, review, update, maintain...

- Goals, objectives
- Roles, responsibilities, job descriptions
- Editorial, design, developer/code, and brand standards, guidelines for use
- Audience(s) and characteristics, personas
- Content channels, types, expectations
- Related digital properties and accounts
- Key performance indicators (KPIs) and other success measures
- Processes, workflows, approvals
- Taxonomy and metadata guidelines
- Web writing guidelines and best practices
- CMS and other template requirements for content, design, campaigns, etc.



People Process Governance Framework **Training** Documentation



# Training

Schedule ongoing, regular communication, updates, and education for current + new contributors to website/digital properties

- Processes, procedures, guidelines, standards, policies
  - Editorial/content, strategy, design, technical, brand, message, etc.
- Roles, responsibilities, working groups
- Technology and tools
  - Content management system (CMS), templates, authoring software, etc.
- Professional development
- Organizational development
- Other...

People **Process** Governance Framework **Documentation Training** 

#### **Other governance topics**

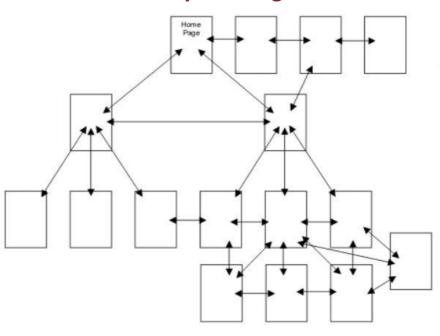
- Budgeting
- KPIs
- Research
- Strategy
- Measurement
- Analytics
- Audience(s)

Governance + content

#### **User- and benefit-focused words + appealing design**



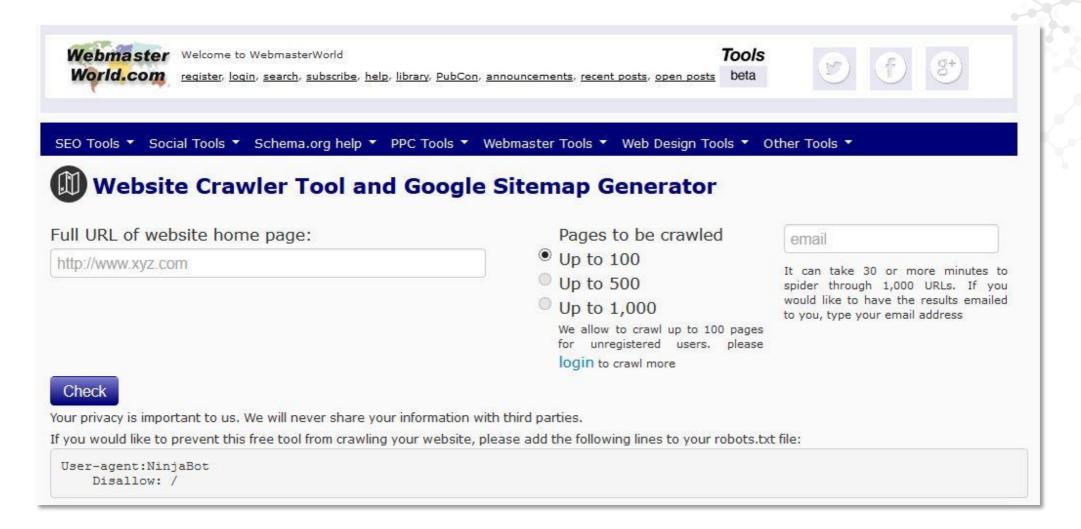
#### **Easy-to-navigate structure**



### Site structure



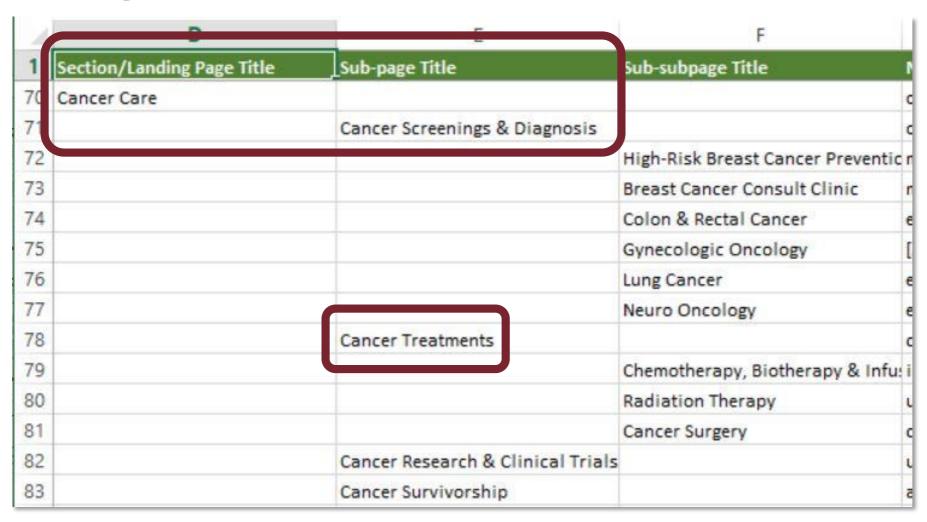
# Site structure: inventory + assess



# Site structure + content quality

Home Page Review regularly for Redundant, Outdated, or **T**rivial Section Page Section Page Section Page content Subsection Subsection Subsection Page Page Page

### Navigation + content matrix



### Navigation + content matrix



# Governance recap

#### Governance

Digital governance is a framework for establishing accountability, roles, and decision-making authority for an organization's digital presence.

The four aspects of digital governance are:

- Team structure
- Digital strategy
- Digital policy
- Digital standards



### Governance value

#### Why create and use a governance framework?

- Increases productivity by avoiding the churn of miscommunication and uncertainty in content development, review, and publishing
- Gives employees a set of agreed-upon procedures that provide a well-defined direction for all online assets, which accelerates time to market
- Helps reduce reputational and legal risk and avoid potential fines
- Increases customer engagement and conversions
- Improves effectiveness in overall user experience of your site
- Enhances your brand by giving users a consistent, high-quality experience across digital channels, which builds user confidence and trust over time
- Positively impacts the bottom line

# Key questions

- What needs to be done?
- What roles/responsibilities will help us accomplish these activities?
- What standards, processes, workflows, guidelines, and policies do we set/follow?
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- Who gets to decide?



### Core strategy statement

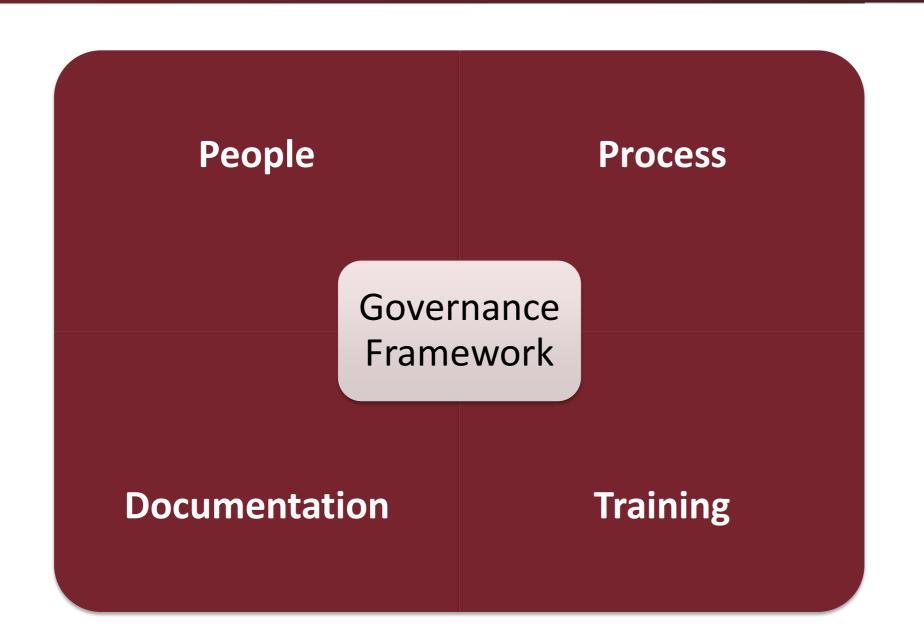
- Based on organizational goals
- Guides teams through ongoing digital development, maintenance, site redesigns, etc.
- Helps our organization and colleagues help us maintain a quality digital presence
- Helps teams determine responses to regular and/or ad hoc requests for digital services, especially content



# Most digital governance challenges come from not knowing who's supposed to decide things.

Content Marketing Institute





### Navigation + content matrix





People — Skills/abilities required to deliver products and services

#### STRATEGIC AUTHORITY

- Do you have a web steering group?
- Who's included?
- Are these the right people?
- What types of decisions are they empowered to make?
- What processes are used for meeting, setting priorities, making decisions, etc.?
- Are the group's systems and processes captured in writing and widely available?

#### IMPLEMENTATION AUTHORITY

- What roles and responsibilities exist on your team(s)?
- Does each one reflect the work that needs to be done?
- Which roles need to be replaced, eliminated, combined, added?
- Do you use written job descriptions?
- How often do you review/update jobs/roles to ensure they match the work that needs to be done and the capabilities of the people in each position?

Process — Work that needs to be done and steps to accomplish

#### **EDITORIAL/CONTENT**

- How is content developed for your website(s) and other channels?
- What are the steps in the editing/review process to ensure quality, consistency, adherence to brand guidelines and standards, etc.?
- Who approves content for publication? What steps must be completed before publishing a piece of content?

#### **DESIGN**

- How can changes be made to the current design? Who approves?
- What are the steps in the design process? In the update/revision process?

#### IMPLEMENTATION/TECH

- What functional/technical issues must be addressed to ensure the website and other digital channels remain available to customers?
- How are technical changes requested? Implemented? Who approves?

Documentation — Repository of written information for all to use

#### **PEOPLE**

- Job descriptions
- Team structure(s), roles
- Steering group structure, guidelines, processes

#### **PROCESS**

- Roles, responsibilities, team structures
- Procedures, policies, standards, guidelines

#### **TRAINING**

- Roles, responsibilities
- Processes, procedures, standards, requirements
- Professional expectations

#### Training — Support for contributors and consistent output

- How will affected people learn what they need to know to consistently produce the required products and services with the appropriate level of quality?
- What types of learning opportunities/sessions are needed to support team members as they deliver products and services?
- How frequently will training opportunities be offered?
- Who needs to attend? Who decides who should attend? What approval processes are needed or in place to support training for contributors?

### Your first/next step

If you can do only one thing on or for your team...

- Capture existing processes
  - Editorial + content
  - Strategy
  - Design
  - Technical functions
  - Others processes needed to consistently deliver your products and services

### Then, take it up a notch

### Reach across teams or departments to...

- Create a web steering group (if it doesn't exist)
  - Document its composition, guidelines, decision/approval processes
  - Share with affected parties, so everyone knows who gets to decide what (and why and how)

### Governance summary

- Definition, value, key questions
- Core strategy statement
- Decision authority Strategic, implementation
- Governance framework components –
   People, process, documentation, training
- Governance tool Navigation + Content Matrix
- Exercise Governance component questions

We're not talking about micromanaging. We're talking about supporting people in doing their jobs.

— Digital Governance Primer, CMI

### How Geonetric can help

- Core strategy statement consultation/workshop
- Resource audit interviews
  - Existing tasks, processes, procedures, standards, guidelines, documentation, training, etc.
  - Current organizational structures related to digital properties, such as stakeholders, roles, responsibilities, etc.
- Digital governance framework recommendations
- Content governance strategy recommendations
- Process-related and/or structure-related recommendations



Governance! Yes!

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Questions?
Type yours in the "Question" box

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# Thank you!

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