

Content modeling checklist

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If you're currently [modeling your content](#) or already have one set up, it's a good practice to regularly audit the model.

Use this checklist to ensure your content model is set up for success and follows best practices.

Keep the checklist close!

We encourage you to [save the checklist as PDF](#) or print it, so that you can go back to it regularly.

Content types

1. Your content model contains only the necessary content types.
 - Use as many types as you need, but not more.
 - Avoid excess granularity.
2. Your content types are general, not channel specific.
3. You use short and accurate names that are human-friendly.
 - Avoid names that look like `code_names`.
 - Avoid prefixing names with repetitive text.
4. You are consistent in naming your content types.

Elements

1. You use [element limitations](#) to provide validation rules and minimize room for error for content creators.
2. You provide guidelines for content types, content groups, and elements, using examples where possible.
3. Elements in your content types are organized in content groups for better authoring experience.
4. You use content groups to [restrict access](#) to specific elements for increased content governance.
5. If multiple content types share common elements, you use snippets to [reuse the elements](#).
6. You use custom elements for specific needs such as [integrations](#).

Taxonomy

1. You aim for taxonomies that are no more than 3 levels deep and have up to 15 terms per level.
2. You use taxonomies to [organize your assets](#) by category and purpose.

What's next?

- [Get inspired by real-life content modeling examples](#) if you haven't already.