SharePoint Intranet Audit Checklist

A practical 12-point review across Discoverability, Accessibility, and Content Quality.

DISCOVERABILITY

Can people find what matters?

ACCESSIBILITY

Are pages passing automated WCAG-based checks?

CONTENT QUALITY

Is duplicate content under control?

How to use this checklist

Use these 12 checks as a broader intranet health review. The checklist is aligned to the three D.A.C.Q. pillars, but not every item contributes directly to the D.A.C.Q. Score.

Discoverability

Review how easily employees can reach and understand important pages across the intranet.

1 **Descriptive page titles**

Do important pages have clear titles that explain what the page is about? ☐

2 **Useful page metadata**

Are important pages described with the metadata your team relies on to identify and manage content? ☐

3 **Clear navigation paths**

Can employees reach important pages through menus, hubs, or internal links? ☐

4 **Reasonable click depth**

Are important pages easy to reach, or are they buried several clicks away from the homepage? ☐

What D.A.C.Q. measures here

Inlink coverage, click depth, page title coverage, and meta description coverage.

Accessibility

Use automated testing to identify accessibility issues at scale across scanned SharePoint pages.

5 **Run automated WCAG-based checks**

Are your SharePoint pages being tested consistently rather than only through occasional manual reviews?

☐

6 **Identify high-issue pages**

Which pages have the greatest concentration of automated accessibility findings?

☐

7 **Look for recurring patterns**

Are the same accessibility issues appearing repeatedly across multiple pages or templates?

☐

8 **Measure remediation progress**

After fixes are made, do follow-up scans show that automated accessibility results are improving?

☐

What D.A.C.Q. measures here

The percentage of automated WCAG-based accessibility checks that pass across scanned pages.

Content Quality

Review duplicate content and use the inventory to investigate where consolidation may be needed.

9 **Identify duplicate content**

Are multiple pages carrying the same or substantially repeated information? ☐

10 **Find where duplication is concentrated**

Is duplication isolated, or does it cluster within particular sections of the intranet? ☐

11 **Review competing sources of truth**

Do multiple pages appear to provide the same information, making it unclear which one employees should trust? ☐

12 **Plan consolidation**

Which duplicate pages should be combined, redirected, retained, or removed after review? ☐

What D.A.C.Q. measures here

The percentage of crawled pages that are unique rather than duplicates.

See your actual SharePoint intranet: dynomapper.com/sharepoint