UB Social Media Strategy Worksheet: Part A

Before creating a UB social media channel, it’s important to plan. Consider how social media will fit into your marketing strategy, whether your audience expects to find your content on social media, and whether there is already a UB channel devoted to providing similar content. Every time a new UB social media channel is added, it potentially dilutes the impact of UB overall on our shared audiences. Here are some important things to document before you commit to a social media channel.

# What is your Business/Operational Strategy?

*Your social media channel should support your overall business/operational strategy. Are you trying to communicate a campaign? Generally, promote your department? Attract new students? Communicate with alumni? Who are you trying to reach? What are your key messages?*

### These are our unit/department’s business/operational objectives:

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### These are our unit/department’s Key Messages, as defined by our [attributes and benefits](http://www.buffalo.edu/brand/strategy/ub-message-map.html):

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### Here’s how we measure our business/operational success:

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# Articulate Your Social Media Goals

*Your social media goals should directly support the relevant business goals of your unit/department.*

### How will your goals for this social media channel support your unit/department:

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### These are the audiences we will try to reach in social media in support of these goals:

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UB Social Media Strategy Worksheet: Part B  
*Please note that you must complete Part B of the worksheet for each channel you are requesting.*

# Choosing Your Social Media Channel

### Channel Request: Which social media channel are you requesting be named an official channel?

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### Which of your audiences, as defined in Part A, are you trying to reach with this channel?

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### Please include URLs of successful peer/competition pages that you are using as inspiration for your channel:

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### Why did you select these pages? What concepts are you going to take into your own content strategy?

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# What content will you share to engage with your audiences?

### We will share this type of content on our channel: *It’s best to include broad topics for your content categories because this is how you will measure it*

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### Our content will come from these sources: *UBNow, UB News Releases and UB in the News are sources all channels can pull content from. What unique sources will you be pulling from in addition to these?*

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# Posting Frequency

### How often will you publish content on your channel?

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**Are there portions of the year when your channel will go dark? If so, when and why?**

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# Monitoring and Responding *Open communication is at the heart of social media. Most users not only expect to be able to comment on your pages, but also to be acknowledged when they take the time to do so.* [*Click here*](http://www.buffalo.edu/ubsocial/best-practices/monitoring-and-responding.html) *to see UB’s guide to monitoring and responding.*

### How often will you monitor your channel? Include nights and weekends in your estimate.

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**What will your target response time be?**

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**What will you monitor? Please** [**include hashtags**](https://www.buffalo.edu/ubsocial/guidelines/using-ub-hashtags.html)**, as appropriate.**

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# How will you measure progress toward your goals?

*How will you measure the success of your social channel? Increased web traffic? More new student applications? Building followers should not be your only goal. Use quantifiable goals that can be measured through your analytics.*

### We will track these metrics to measure success:

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### We will use these tools to track our analytics/metrics:

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### We will review and improve our channel (how often?)

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### Who will you communicate your outcomes to?

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# Does your Channel Duplicate an Existing UB Channel?

*Now that you’ve set your goals and strategies, think about whether there is another UB unit or department with a similar account or purpose with whom you can collaborate. There are many benefits to forming a partnership. It reduces the amount of work for you, gives you more resources to staff and monitor the channel, and can ultimately lead to better content. UB has more than 200 social media channels. Channels with singular goals can be far more effective than those with duplicative goals and audiences. Collaboration with another group may be the best way to achieve your goals. Check out the Resource section (below) for UB’s major social media channels.*

### These channels may be good partners:

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# Who is Your Social Team?

*It is important for every UB social media account to have proper, authorized support. Social media lives 24/7, 365 days a year so we must be ready to post, maintain, and monitor our channels in that time frame. Dead or inactive social media accounts, or users who aren’t responded to, reflect poorly on your and UB’s reputation. Social media should be a formal part of a position or role in your office. The primary administrator must be a UB faculty or staff member. Be sure at least 2 people have admin access. Ensure they have the time, priority and enthusiasm to devote to this project.*

### These are the individuals who will administer/manage our social channel:

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| **Faculty/Staff Channel Administrator(s):** |  |
| Email/Phone: |  |
| **Other Channel Staff** | |
| **Name:** |  |
| Email/Phone: |  |
| **Name:** |  |
| Email/Phone: |  |

### Who will plan and create content for posts? Be sure you indicate who the back-up is when the social media lead is out of the office.

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### Who will approve content for posts?

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### Who will monitor and engage with audience members?

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### Who will approve responses to sensitive user comments?

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### Who is on point for escalating issues to University Communications for assistance?

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# How Will You Convey the UB Brand?

*What images will you use to identify yourself? How will you deliver your message? What’s your tone? What’s your style? Be sure to review* [*UB’s Social Media Profile Guidelines*](https://www.buffalo.edu/ubsocial/guidelines/profile-guidelines.html)*.*

### This is our Channel Name: *Be sure to include your association with UB in your channel name*

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### Here is our channel description (as it will appear in our social channel profile): *Your channel description should reaffirm what type of content you will be posting. Be aware that each channel has different character limits.*

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### Here is the tone and voice we hope to convey

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# Who will approve this strategy?

*Once you’ve defined your social media goals and strategies, get approval from your dean or supervisor and submit the completed document to* [*ubsocial@buffalo.edu*](mailto:ubsocial@buffalo.edu)*.*

### Approved by:

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|  |  |  |
| Dean/VP or Department Communications Lead |  | Date |

# Resources:

### [UB Official Social Media Directory](https://www.buffalo.edu/ubsocial/social-channels/directory.html)

### [Official UB Account Expectations](https://www.buffalo.edu/ubsocial/guidelines/account-expectations.html)

### Find the latest version of this document here:

<https://www.buffalo.edu/ubsocial/best-practices/strategy.html>

# Contacts:

### University Communications

<https://www.buffalo.edu/ubsocial/contact-us.html>   
  
**Unit Social Media Leads**<https://www.buffalo.edu/ubsocial/who-we-are/our-circles/smleads.html>