

What Type of CMS Do You Need?

There are many different content management systems (CMS) available, and while they all provide the same essential functionality, some are better suited to different uses and types of organizations. If all you need is a simple, straightforward website that your staff members can create or update themselves, you'll be looking for a much different system than a larger organization with a large website would be. But for many nonprofits, who likely have no specific unique needs for their websites, the decision on what CMS to use comes down more to what the consultant they plan to use specializes in.

Select the bubble that indicates how strongly you need each feature for your organization's website CMS. Consider carefully what's really a "must have"—that means you'd disqualify a system that's perfect in every other way just because it doesn't have that feature.

Basic Functionality	I Don't Know	Don't Need	Useful	Must Have
The ability to create pages without the use of HTML.				
The ability to upload and attach images or videos.				
The ability to create a post and save it as a draft.				
The ability to create a blog.				
The ability to collect user information through a web form.				
Middle-of-the-Road Functionality				
The ability to easily organize more than 50 pages.				
The ability to accommodate your site if it grows substantially.				
The ability to install new functionality through add-ons or plugins.				
The ability to create multiple levels of hierarchy in navigation menus. (i.e. a menu within a menu)				
The ability to undo changes to a page by reverting to a previous version.				
The ability to create new users and grant them permission to create or edit site content.				
Advanced Functionality				
The ability to integrate constituent data with your website.				
The ability to translate the majority of your site into more than two languages.				
The ability to have more than 10 admin users.				
The ability to grant different admins rights to different sections of your website.				
The ability to create new objects or content types. (Like a directory of schools)				
Total:				

Let's count up your answers...

Number of "Useful" features: _____ x 1 = _____

Number of "Must Have" features: _____ x 2 = _____

Number of "Must Have" Middle-of-the-Road features:	
Number of "Must Have" Advanced features:	

