

5 Key Questions to Ask Before Building Your Confluence Template



Silver
Marketplace Partner

What is the main purpose of this template?

Define the primary goal, whether it is for project management, documentation, or meeting notes. Answering this question ensures the template is purpose-driven and allows you to identify which macros to include within it.



Is there already a template for that?

Confluence offers a wide variety of templates. Before starting from scratch, check if Confluence already offers a template that meets your needs. You might find one that you can use as-is or customize, saving time and effort.



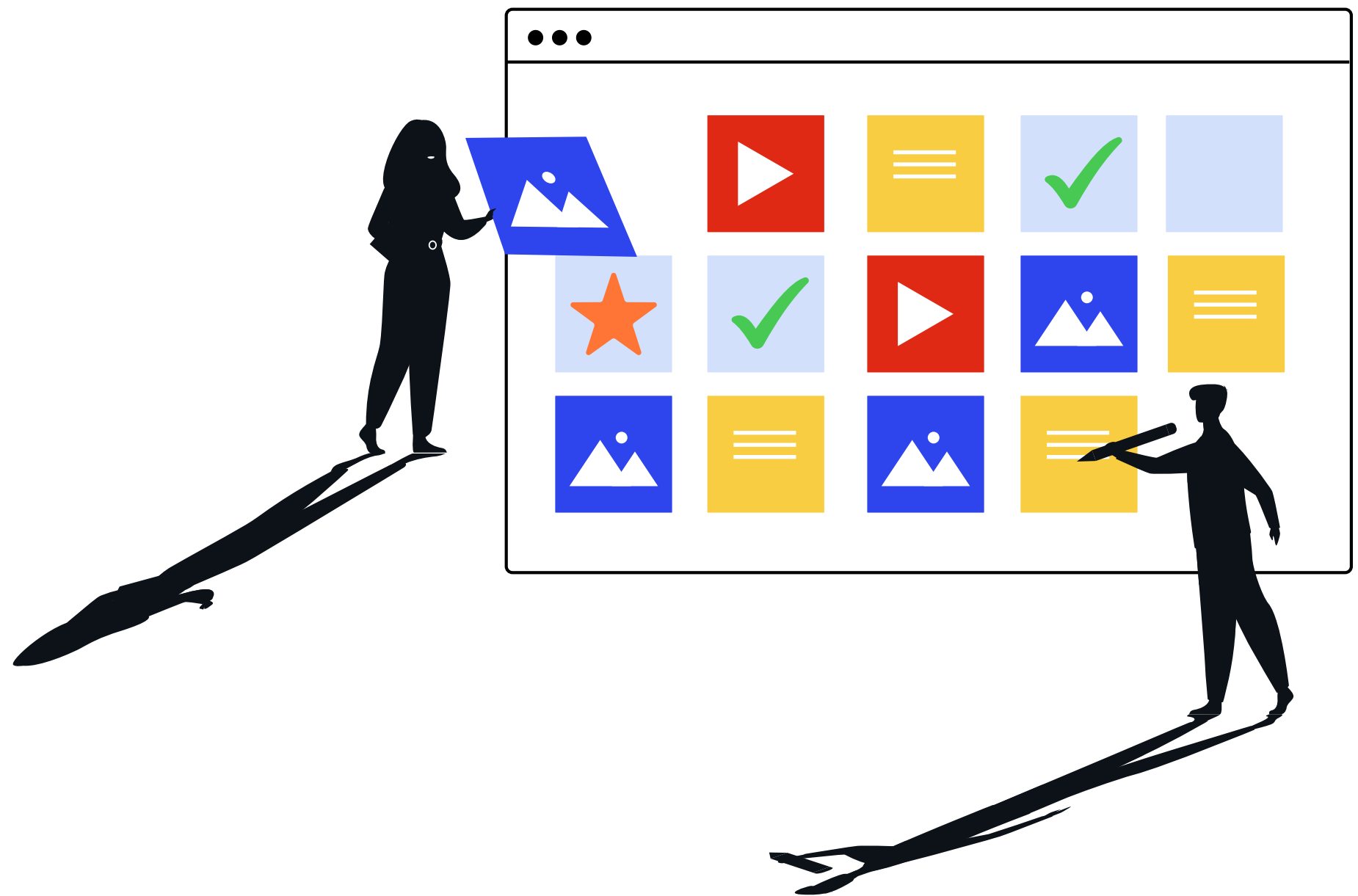
Who will be using & accessing this template?

Tailoring the template to meet your team's needs ensures it's intuitive and relevant. You have to take into consideration their roles, familiarity with Confluence and whether the template content is for internal teams or external stakeholders.



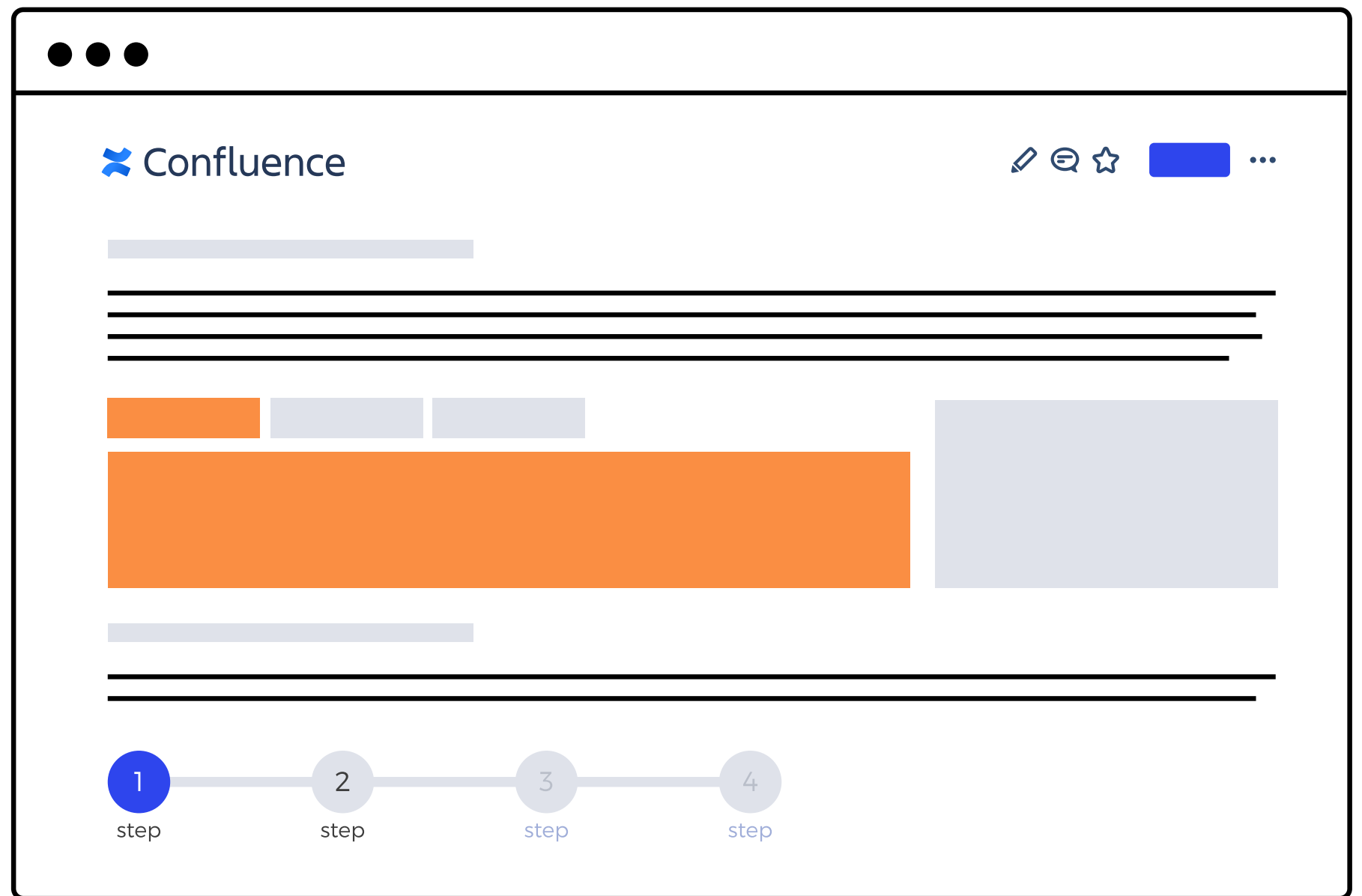
What key information needs to be captured?

Identify the essential sections and components required to fulfill the template's purpose. This ensures that all critical information is organized and easy to find.



Which Confluence macros should I use?

Choose the right macros, like Tabs, Expand, Buttons and more, to make the template more dynamic and user-friendly. The right macros enhance functionality, readability and presentation.





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