

SharePoint Modern Intranet

Most organisations already subscribe to Microsoft 365. They likely use Teams for chat, meeting and collaboration, and Outlook for email. However, many lack a consistent, engaging way to share news, guidance, corporate documentation, and resources with their employees. These organisations often deal with an abundance of company-wide emails, duplicate documents, disparate systems, and internal email attachments.

If you're struggling with companywide communications, information sharing and employee engagement, a new corporate intranet could be the missing piece in your Microsoft 365 strategy.

Our Microsoft 365 Modern Intranet engagement provides:

- A platform for company-wide communications, including news, events, and alerts.
- A single point of access to all strategic documents, policies, guidance, and templates.
- Access to the key tools and information, required to complete day-to-day tasks.
- HR, learning and other employee resources.
- A rich employee directory, detailing contact information, knowledge, and skills.
- Social feeds, image galleries and interactive features.
- Content tagging and audience targeting.
- Digital forms and corresponding workflows.
- A corporate colour scheme, logo, and associated graphics.
- Configuration of Viva connections, providing access to your new intranet homepage via Teams.

How We Can Help

Our consultants have over a decade's experience designing and deploying intranet solutions. During that time, they've developed the fundamental non-technical skills required for any intranet project, including information architecture and user interface design. Below is an overview of the main areas covered as part of our Microsoft 365 Modern Intranet engagement.

- Stakeholder workshops, to review all the included intranet features, and to discuss potential customisations.
- Definition of the intranet's information architecture, which underpins the structure, categorisation and tagging of intranet content.
- Creation of an intranet specification document, outlining the agreed functionality, page layouts, structure, look and feel. The document also covers all non-technical aspects, including a launch plan, governance and the roles and responsibilities of everyone involved.
- Content editor and intranet administrator training workshops.
- Configuration, testing, pilot and roll-out of the new intranet.

