

Sharepoint Online Quick Start Intranet



The Problem

Most organisations already subscribe to Microsoft 365, using 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. Instead, they often face excessive emails, duplicate documents, disparate systems, and internal email attachments.

The Solution

SharePoint Online – Quick Start Intranet

A well-designed intranet centralises communications, news, events, and resources, giving employees one place to access key documents, policies, and tools. Yoko:10 offers a fixed-price intranet engagement with a standard methodology for design and deployment. Below is an overview of our approach, scope, and deliverables:



Company-wide communications including news, events, and updates.



Single access point for strategic documents, policies, and templates.



Access to key tools and information for day-to-day tasks.



HR, learning, and employee resources.



Employee directory with contact details, knowledge, and skills.



Social feeds, image galleries, and interactive features.



Content tagging and audience targeting.



Digital forms with workflows.



Corporate branding with colour scheme, logo, and graphics.



Configuration of Viva Connections for intranet access via Teams.



The Engagement

Our consultants bring over a decade of experience in designing and deploying intranet solutions. Alongside technical expertise, they've developed essential skills such as information architecture and user interface design- critical to any intranet project. Below is an overview of the main areas included:

- **Stakeholder workshops** to review quick start intranet features & discuss customisations.
- **Definition of the intranet's information architecture** to structure, categorise, & tag content.
- **Configuration, testing, pilot, and roll-out** of the intranet.
- **Intranet specification document** covering functionality, layouts, structure, design, launch plan, governance, and roles/responsibilities.
- **Training workshops** for content editors and intranet administrators.
- **Project management** overseeing delivery aspects.