## **Intranet**

# **Phases**

Phase 1: Pre- Onboarding

Phase 2: Onboarding

Phase 3: Intranet landing page and o365 features

Phase 4: Business application

Phase 5: Integration with other Business apps

# **Required things.**

* Dummy Company
* Content
  + Name
  + Details
  + Services
  + Organization Type
  + Events
  + Process
  + Social media(ex: twitter)
  + Images and logo

# Phase 1: Employee Pre- Onboarding

Home page

* Welcome and CEO Message
* Our Values
* Balance work and life
* Learn about new benefits
* Meet people
* Life of company
* Benefits , culture provided by company
* Social media(Twitter)
* Images

# Phase 2: Employee Onboarding

Home page

* Welcome to Own Team
  + Project details
  + Team members
* Team details
  + What we are doing
  + Culture
  + How we work
  + Our work
  + Missions
* Work setup and Project life cycle
* Personal Information

# Phase 3: Intranet landing page

Home page

* Company News
* Company Events
* Policy
* Quick links
* Company’s other sites
* Site activity
* Collaboration using O365 apps
  + Teams
  + Outlook
  + PowerApps
  + MS forms
  + Power BI
  + Planner
  + Stream
  + Documents(Excel, PPT, Word)

# Phase 4: Business Application

* Power Apps - Helpdesk APP
* Chat Bot – HR Helpdesk

# Phase 5: Integration with other Business apps

## **Available web parts**

Following is a list of a web parts you can use on a page, along with links to more information for each web part.

## **Bing maps**

The Bing Maps web part adds a map to your page. Simply enter an address or a well-known name and your map will appear. You can choose a different map type, such as road or aerial. You can also change the zoom level or give your map pin a friendly name.

## **Button**

The Button web part easily adds a button to your page with your own label and link.

**Call to Action**

The Call to Action web part creates a button with a call to action for users.

## **Code snippet**

The Code snippet web part easily displays code as text on your page for others to use or learn from. You can select the code language and a dark or light theme. The web part even auto-corrects syntax.

## **Countdown timer**

The Countdown timer web part displays a countdown (or count up) to an event. You can add a title, set the date format, add a description, and a call to action button with a link.

## **Divider**

The Divider web part inserts a line between other web parts to help break up your page and make it easier to read.

## **Document library**

The Document Library web part displays a document library and customize it with your own title, view, and even size. Users with appropriate permissions can view or edit files directly from the web part, or can go to the full document library by clicking **See all**.

## **Embed**

The Embed web part displays content on your page from other sites like YouTube videos. Depending on the site, you can either use the site's address or embed code that the site provides.

## **Events**

The Events web part allows you to add and display upcoming events on your page. You can even include a map with location, online meeting information, and more.

## **File viewer**

The File viewer web part insert a files on your page. File types you can insert include Excel, Word, PowerPoint, and Visio, .PDFs, 3D Models and more.

## **Group calendar**

The Group calendar web part puts a Microsoft 365 group calendar right on your page so that it is easily visible to your readers.

## **Hero**

The Hero web part is a great way to bring focus and visual interest to your page. You can display up to five items in the Hero web part and use compelling images, text, and links to draw attention to each. The Hero web part is included by default on Communication sites, but you can also add the Hero web part to other pages.

## **Highlighted content**

The Highlighted content web part dynamically displays content based on content type, filtering, or a search string. You can also set the scope of the search to a site or site collection, and sort the results.

## **Image**

The Image web part on a page inserts an image on the page, either from your site, your OneDrive, or your hard drive.

## **Image gallery**

The Image Gallery web part shares collections of pictures on a page. Simply select your images with the file picker or drag them onto the web part. Once you’ve created your collection, you can drag and drop the images to reorder them as needed.

## **Kindle Instant Preview**

Have a book you want to recommend or promote on your page? The Kindle Instant Preview web part shares a preview of a Kindle book.

## **Link**

The Link web part adds a link to an internal or external page, video, image, or document.

## **List**

The List web part displays a list that you can customize with your own title, view, and even size. Users can view the list, or go to the full list by clicking **See all**.

**List properties**

The List properties web part connects to a list web part on the same page and display items from the list based on what a user selects.

## **Markdown**

The Markdown web part adds text to your page and format it using Markdown language.

## **Microsoft Forms**

The Microsoft Forms web part can create surveys, quizzes, and polls on a page. You can also collect responses to your forms and show form results.

## **News**

The News web part keeps your team in the loop as well as engages them with important or interesting stories. You can quickly create eye-catching posts like announcements, people news, status updates, and more that can include graphics and rich formatting.

## **Microsoft 365 Connectors**

With the Microsoft 365 Connectors web part, you can get messages, alerts, and notifications from your favorite external services on a group-connected team site page. For example, you can show updates from services like Trello and Facebook; alerts when something new is published in an RSS feed; notifications from JIRA or GitHub; or even summaries from Salesforce and Google Analytics.

## **Microsoft 365 video**

The Microsoft 365 Video displays a video right on the page from your organization's Microsoft 365 Video portal.

## **Page properties**

The Page properties web part provides details about your page, such as title, date, content type, and more.

## **People**

The People web part displays a selected group of people and their profiles on your page. It can be used for contact information, team information, presenters, and more.

## **Planner**

The Planner web part adds your team's tasks and assignments on a page using Microsoft Planner.

## **PowerApps**

PowerApps is a service that lets you build business apps that run in a browser or on a phone or tablet, with no coding experience required. Once you have created or customized an app using the service, you can add it to your SharePoint page with the PowerApps web part. Just enter the app’s web address or the app ID, and then resize the app to fit the page.

## **Power BI report**

The Power BI web part easily embeds an interactive Power BI report on your page. The embedded reports are fully secure so you can easily create secure internal portals.

## **Quick chart**

The Quick Chart web part adds simple charts to your page. Enter your data points, add labels, pick your chart type -- column or pie -- and publish.

## **Quick links**

The Quick Links web part "pins" items to your page for easy access.

**Recent documents**

The Recent documents web part displays documents that have been recently added or edited.

## **Site activity**

The Site Activity web part automatically shows recent activity on your site, such as files uploaded, edits made, lists and libraries created, and so on. Just add the web part, and the latest activity is pulled in automatically.

## **Sites**

The Sites web part showcases sites on a page. You can select specific sites to show, or have sites show dynamically based on a hub site association or on a user's frequently used sites.

## **Spacer**

The Spacer web part allows you to control vertical space on your page.

## **Stream**

The Stream web part displays a video right on your page from your organization's Microsoft Stream video portal.

## **Text**

The Text web part adds paragraphs and tables to your page. Formatting options like styles, bullets, indentations, highlighting, and links are available.

## **Twitter**

The Twitter web part shows tweets that are relevant to you or your audience right on your page.

## **Weather**

The Weather web part shows the current weather on your page.

## **World clock**

The World clock web part shows the time in different locations around the world.

## **Yammer**

The Yammer web part enhances collaboration by embedding Yammer conversations on your page, if your organization has an active Yammer network

## **YouTube**

The YouTube web part easily embeds YouTube videos right on your page.

On Boarding – Off Boarding Process Shot Introduction:

* HR want to add candidate in pre-Onboarding site as external user to allow candidate to know about Company, culture, facilities, policies.
* Once a user comes in organization on first day HR will move candidate to On-Boarding site to know about what are the task of first day, Meet team member, Team Culture, projects and Project lifecycle.
* When candidate leave office for the last time HR wants to remove access of user. So HR will deactivate user. So user can’t access company sites.