

SharePoint

# *Corporate Communications - Intranet*

# SharePoint Approach

**Objective:** Create value by fully understanding the business case and implementing the absolute best solution.

## PLAN

Working with your team to determine the IT roadmap that best **enables the business strategy**.



*Define what business case we are solving and what is truly the end goal.*



## BUILD

Partnering with our deep technology and industry expertise to **deliver the planned solution**.



*Capabilities include custom application development, cloud and infrastructure integration, and business intelligence.*



## RUN

**Supporting your team and maintaining the solution** with our in-house Managed Services group.



*Complete IT lifecycle support by leveraging ITIL-certified Service Desk, Managed Platform, Cloud, and Infrastructure teams.*



# *What is an Intranet??*

*“An internal website that helps employees get things done”*

*- Somebody Smart*

“An Intranet allows you to centralize, organize and control your organizational content”

# *How do you feel about your current intranet??*

- ⚡ The Good, The Bad & The Ugly??
- ⚡ Areas of Improvement??

# *What types of issues and opportunities would you like your intranet to solve??*

Provide trusted information

Deliver internal communication

Foster staff engagement

Promote organizational culture

Streamline business processes

Knowledge Management

Find people and expertise

Access to common documents

Access to tools to do my job

Anywhere access

Help in on/off boarding

# *What type of information do Intranets typically have??*

News	Events	Calendars	Policies/Procedures	Forms
Stock Information	KPI's	How Do I's	FAQ's	Employee Spotlight
Important Announcements	Employee Directory	Location Directory	Tools	Templates

# Intranet Pillars





# Intranet Navigation

## News and Events

- Communication mechanism to the organization
- Categorization of both news and events is critical

## Employee Resources

- Payroll, benefits, career related materials
- Can be either stored within Intranet or links to other systems

## How Do I..

- Common list of tasks from a user perspective
- Allows for a common area to guide users

## Tools and Resources

- Selection of external or internal tools/applications
- Calculators, links to other systems, policies, procedures

## Support Services

- Departments or services to help employees do their job
- Company based information such as history, governance
- Can also store business and department based information

## About

The screenshot shows the homepage of the Atlas corporate intranet. At the top, there's a navigation bar with links for Home, Department Pages, I want to..., People, Employees Handbook, Our Company, Our Community, Apps, and a search bar. Below the navigation is a status message: "Status: Home Page". The main header says "Welcome" and greets the user, Michael, with "Good afternoon Michael, welcome to Atlas". To the right, there's a video player titled "Atlas introduction video". A large image of the Petronas Twin Towers is displayed. On the left, a sidebar lists "What's in Atlas?", "Business Time", and "Atlas Sports Club". The main content area has sections for "News", "Documents", "People", "Forum", "Publish", "Innovate", "Calendar", and "TimeSheet". Under "News", there are three items: "Claromentis Christmas Dinner" (13-06-2001), "London Underground gearing up for 2012" (13-06-2001), and "Jakarta Monorail Project is underway" (13-06-2001). The "Documents due for review" section lists "Management Minutes 16th M..." (1 day), "basecamp\_image.jpg" (4 days), "Support and Maintenance A..." (7 days), "Alexanders 2011 visit.docx" (9 days), and "Back to Front Intranets.docx" (10 days). The "News from the web" section contains a snippet of text about management minutes. At the bottom, there's a "Suggestion Box" and copyright information: "Copyright © 2011 Claromentis Group Bhd. All Rights Reserved".

# *Valuable Intranet Homepages*

## News

- Providing the most visible face of the intranet as an internal communications channel

## Navigation

- Both to core corporate information, and to information specific to individual business units or geographic regions

## Key Tools

- Helping staff in their day-to-day work, or to complete administrative tasks.

## Community and culture

- Helping to foster a sense of identity, reflecting the nature of the organisation, and building engagement

## Internal Marketing

- Offering business units and projects a space to communicate important updates or recently releases.

## Collaboration

- Providing both an entry point to collaboration functionality, and surfacing activity within collaboration tools.



## Intranet Homepages

- Usually a mix of Communication, Social and Task Based
- **Communication**
  - News
  - Events
  - Announcements
- **Social**
  - Photos
  - Buy and Sell
  - Cafeteria Menu
- **Task/Transaction**
  - Links
  - Forms
  - Self Service/Quicklinks

# *Intranet Examples - Branding*

# ***Homepage Layout***

- ⚡ Master Navigation
- ⚡ Side Navigation??
- ⚡ News & Announcements
- ⚡ Calendar
- ⚡ Search
- ⚡ Leadership Message
- ⚡ My Links/Common Links
- ⚡ Employee Spotlight
- ⚡ Safety Message

# ***HR Page Layout***

- ⚡ News & Announcements
- ⚡ Calendar
- ⚡ Department Contacts
- ⚡ Benefits Information
- ⚡ New Staff/Onboarding info
- ⚡ Safety Message

# ***Department - Subsite Page Layout***

 News & Announcements

 Calendar

 Department Contacts

 Documents

 Clients

 Projects

# Team Collaboration

- ⚡ Departmental Intranets
- ⚡ Office/Location Intranets
- ⚡ Project Intranets
- ⚡ Team Sites
- ⚡ Team Calendars

The image displays two side-by-side screenshots of the Microsoft SharePoint platform, illustrating various collaboration tools.

**Left Screenshot:** A SharePoint document library interface titled "Documents". The left sidebar shows departmental navigation: Engineering, Finance, Legal, Operations, Research and Development, and Sales and Marketing (which is selected). The main area lists documents such as "2012 Pricing Guidelines", "Asia Q2 Sales", "Contoso Denver Expansion", "Corey Roth - Resume", and "East Region Q3 Sales". A "new document" button and a "Find a file" search bar are also present.

**Right Screenshot:** A SharePoint calendar titled "Project Schedule" for February 2014. The calendar grid shows several events: "Work on Wilford Scope" (Feb 1), "Chocolate Day" (Feb 4), "Wilford Scope Due" (Feb 4), "Hawaii Day" (Feb 13), "12:00 pm Finance Meeting" (Feb 13), "Sales Meeting" (Feb 12, 13, 18, 25, 26, 28), "Wilford Review Due" (Feb 10), "Wilford Project Complete" (Feb 28), and "Month End Meeting" (Feb 28). A sidebar on the right includes links to "MCS Portal", "MCSIT", "PlayOff", "Sales & Projects", "EDIT LINKS", and a "Search this site" bar.

# Business Integration (Workflow)

- ⚡ Paperless Challenge –Convert all Paper Forms to Online forms (speed and agility and cost)
- ⚡ Extensive Web Electronic Forms
- ⚡ ERP & MS Integration
- ⚡ Integration Processes
- ⚡ Automate Manual Business Processes
- ⚡ Easy Access to Process Status
- ⚡ Employee Request
- ⚡ Reference/Quick Lookup
- ⚡ Non ERP automation opportunities

The screenshot displays two windows from Microsoft SharePoint Designer. On the left, the 'Fill out a Form Online' window shows a form titled 'Internet Banking Application V2'. It contains sections for 'Customer Information' (with fields for Surname\*, Given Name(s)\*, Customer Number\*, and Email Address) and 'Account' (with fields for Account Type\* and Account Number). A 'add row' button is also present. On the right, the 'FLUJO DE TRABAJO' (Workflow) window shows a visual workflow designer. The workflow consists of two main stages: 'Stage 1' and 'Step 1'. Stage 1 starts with a 'Decision' activity (labeled 'Decidir si la persona') which branches into 'Send an email' and 'Dec calculator'. Step 1 follows, containing activities like 'Create a task', 'Assign to task', and 'Dec calculator'. The SharePoint ribbon menu is visible at the top, and the URL https://miccantsbrain15tp.sharepoint.com is shown in the address bar.

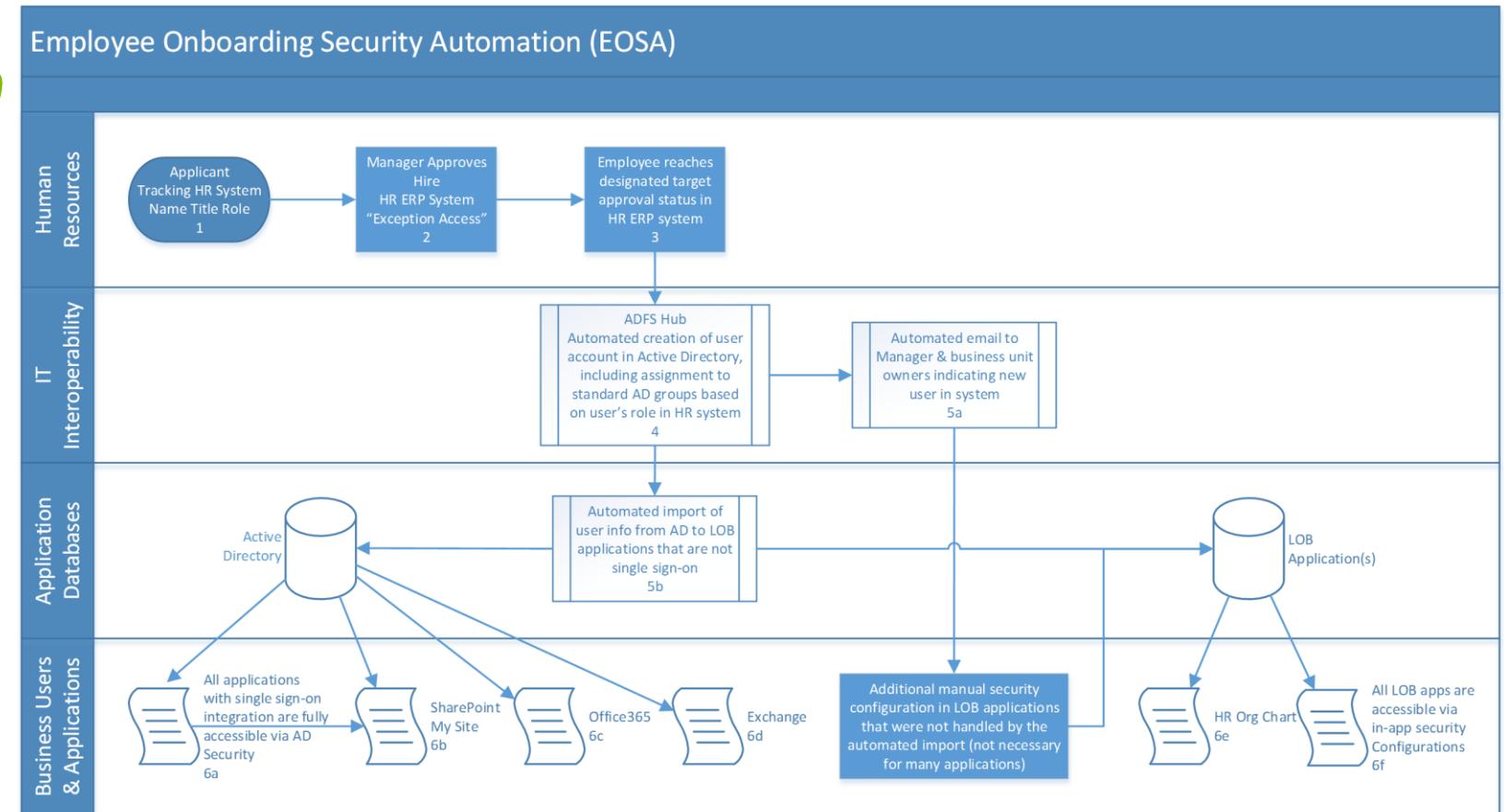
# Business Intelligence

- ⚡ Operational Cadence Workbook
- ⚡ Sales Cadence Workbook
- ⚡ Executive Dashboards
- ⚡ SVP/VP Dashboards
- ⚡ Rolling 12 month Trending
- ⚡ Trending Analytics (Product/Area)
- ⚡ HR Employee Analytics
- ⚡ EPM



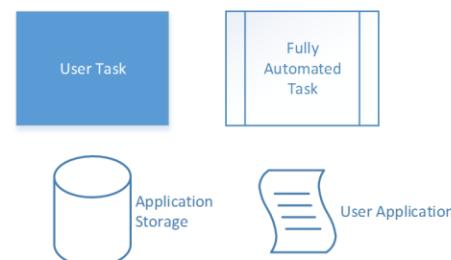
# Personalization

- ⚡ HR ERP Onboarding
- ⚡ AD Integration
- ⚡ ADFS Hub
- ⚡ Single Sign On
- ⚡ Role Based Security
- ⚡ Unified Sign On
- ⚡ Quick Links
- ⚡ Employee Directory
- ⚡ Org Chart



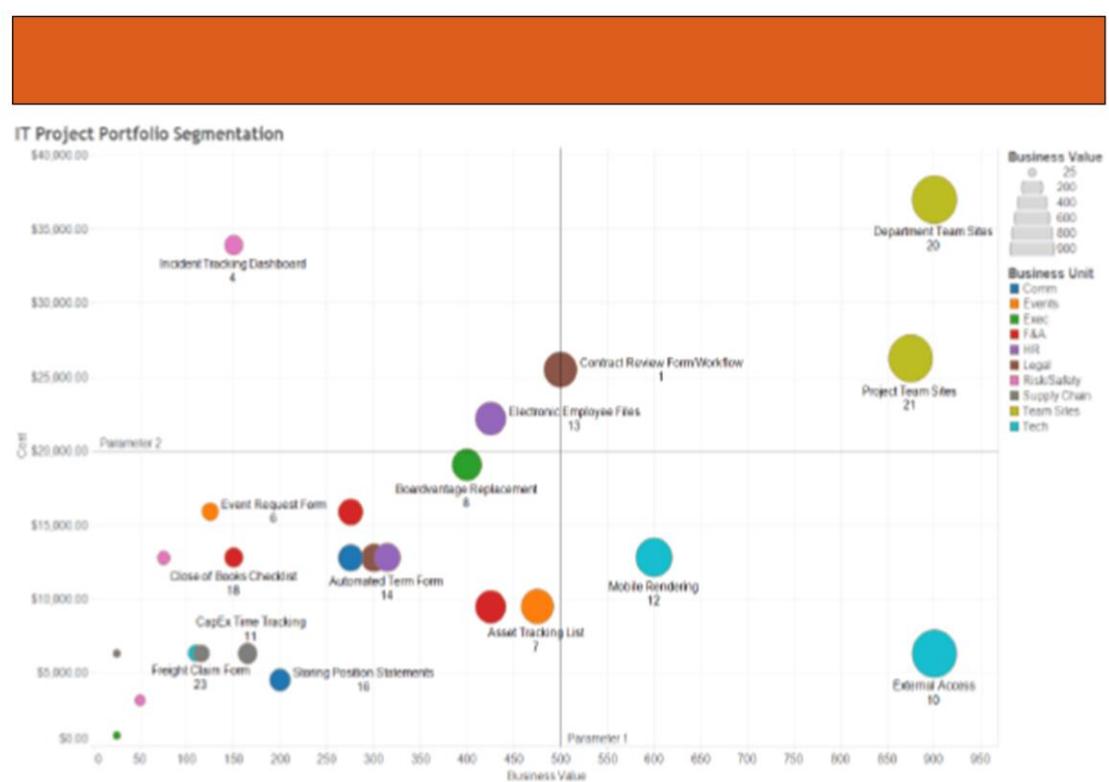
**Key Points:**

- Onboarding initiated in HR-ERP system (or other onboarding system if desired)
- Role based security
- Automated creation of user access to most applications once user reaches a given workflow point in the onboarding system
- No manual steps outside of HR normal procedures for single sign-on applications
- Access auto-granted to internal applications based on user's role in HR system
- Some manual configuration sometimes needed for LOB applications that are not AD-integrated
- Single Sign-on for all applications SSO compliant
- Unified sign-on for non SSO compliant applications
- HR/ERP-AD-SharePoint-Email-Org Chart all in sync (User name, title, contact info, role based security)



# **SAM Deliverable**

## 13 PROJECT PORTFOLIO SEGMENTATION



## 14 PROJECT PORTFOLIO PRIORITIZATION

Upon evaluation, it is recommended that each project be scheduled based on its cost, duration and value characteristics.

