SharePoint

Corporate Communications - Intranet

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SharePoint Approach

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

PLAN	BUILD	RUN
Working with your team to determine the IT roadmap that best **enables the business strategy.**	Partnering with our deep technology and industry expertise to **deliver the planned solution**.	**Supporting your team** and **maintaining the solution** with our in-house Managed Services group.
Define what business case we are solving and what is truly the end goal.	*Capabilities include custom application development, cloud and infrastructure integration, and business intelligence.*	*Complete IT lifecycle support by leveraging ITIL-certified Service Desk, Managed Platform, Cloud, and Infrastructure teams.*

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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

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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

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Intranet Pillars

Content and Communication

Tasks and Tools

Social and Engagement

Collaboration

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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

About
- Company based information such as history, governance
- Can also store business and department based information
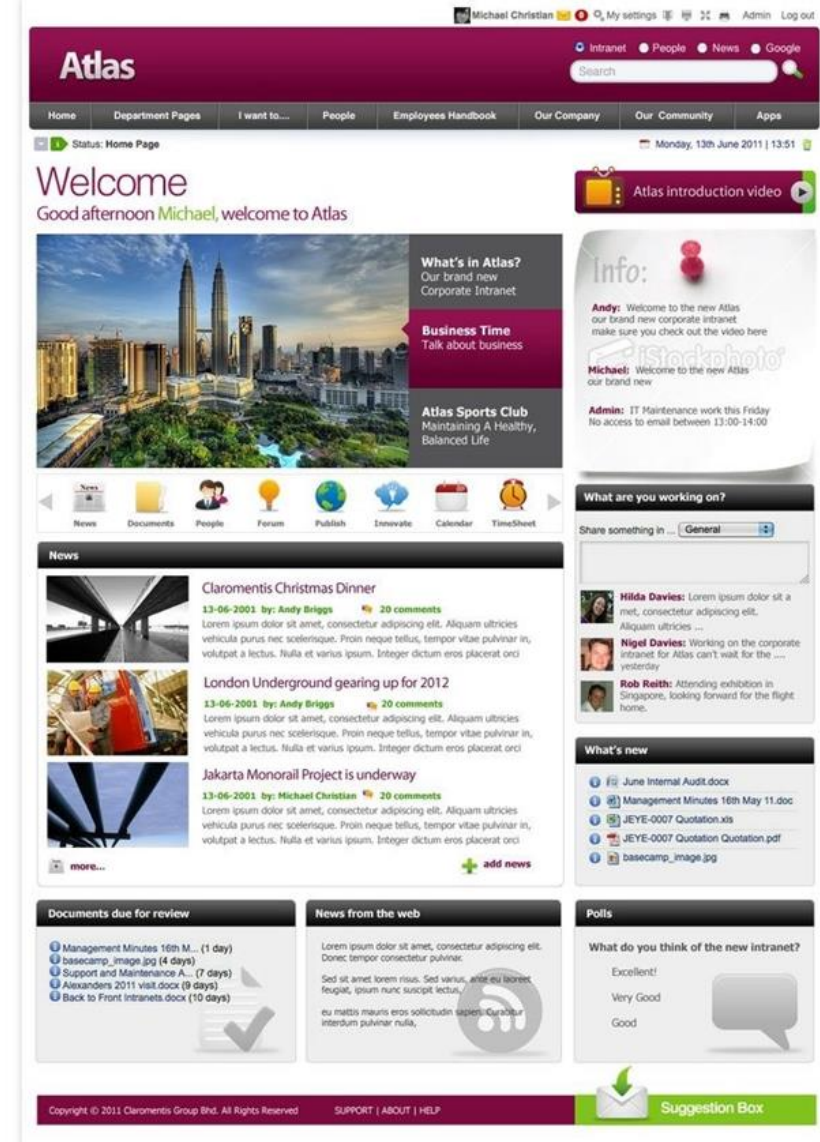
Valuable Intranet Homepages

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

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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

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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
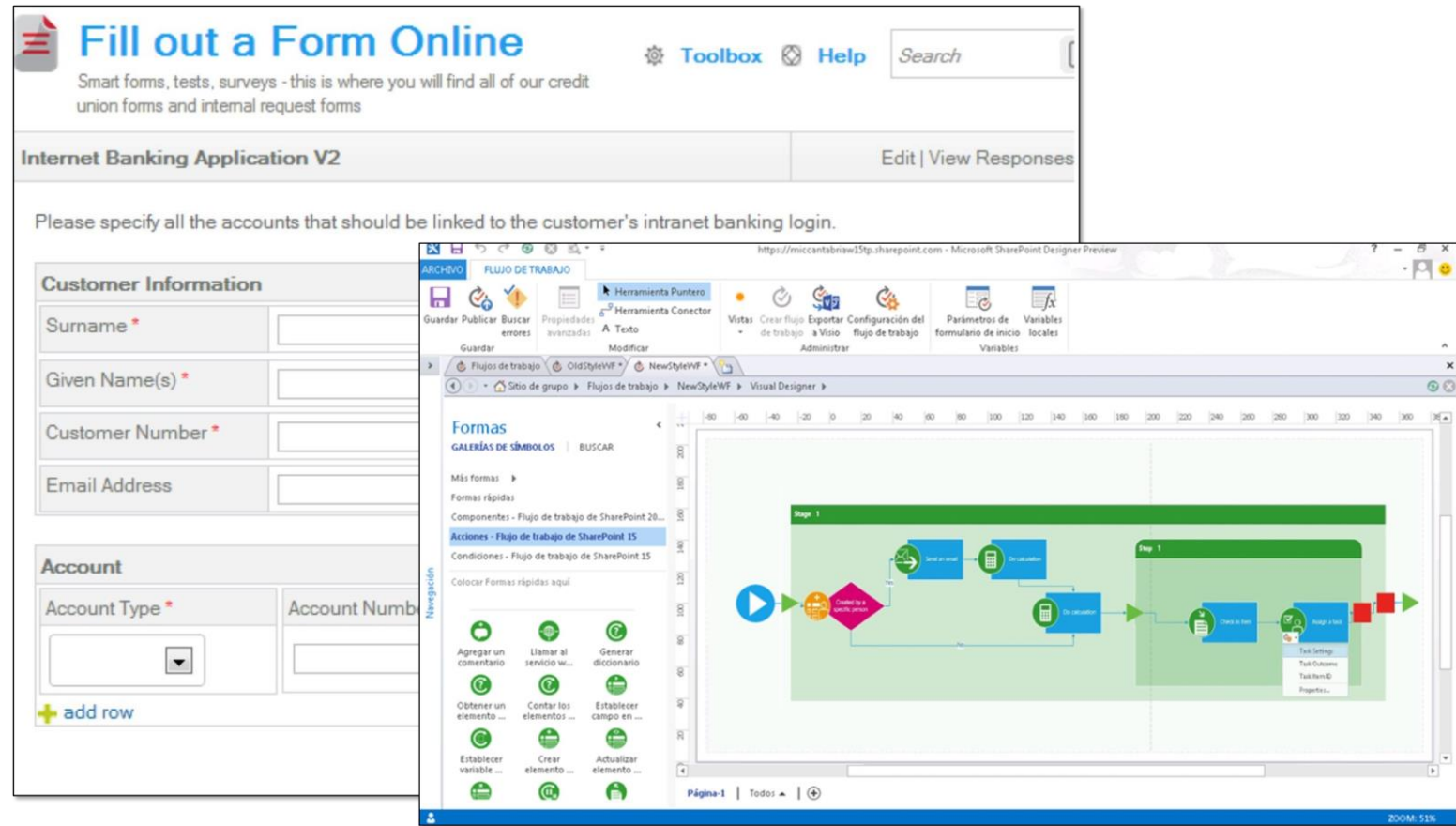
Business Intelligence

⚡ Operational Cadence Workbook

⚡ Sales Cadence Workbook

⚡ Executive Dashboards

⚡ SVP/VP Dashboards

⚡ Rolling 12 month Trending

⚡ Trending Analytics (Product/Area)

⚡ HR Employee Analytics

⚡ EPM
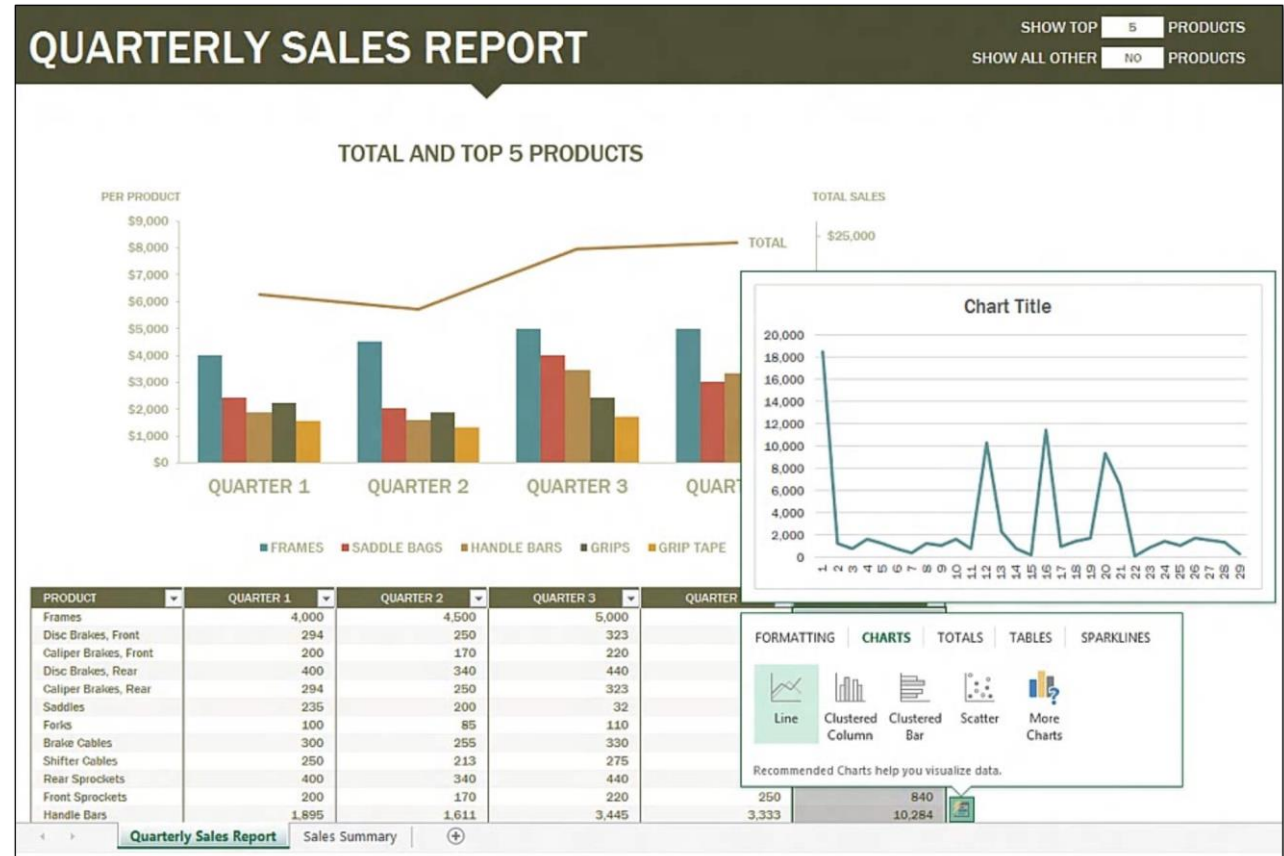
Personalization

⚡ HR ERP Onboarding

⚡ AD Integration

⚡ ADFS Hub

⚡ Single Sign On

⚡ Role Based Security

⚡ Unified Sign On

⚡ Quick Links

⚡ Employee Directory

⚡ Org Chart
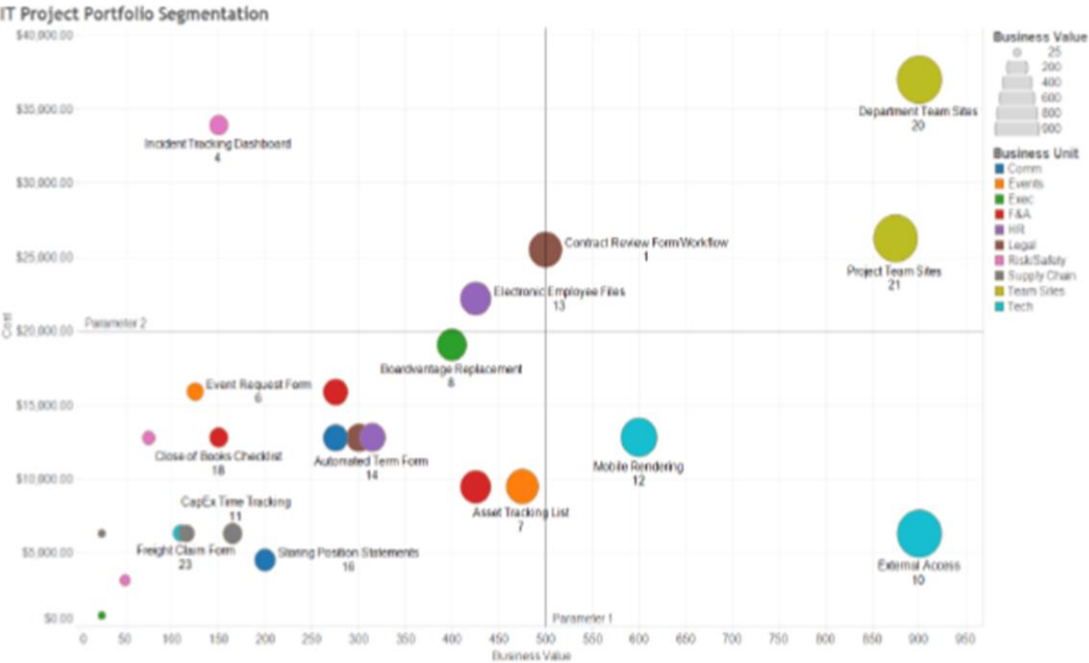

Employee Onboarding Security Automation (EOSA)
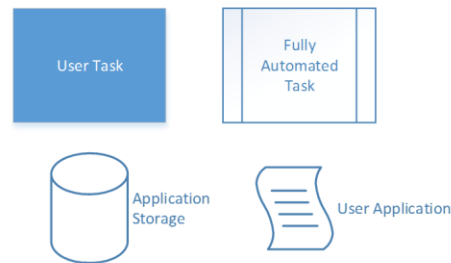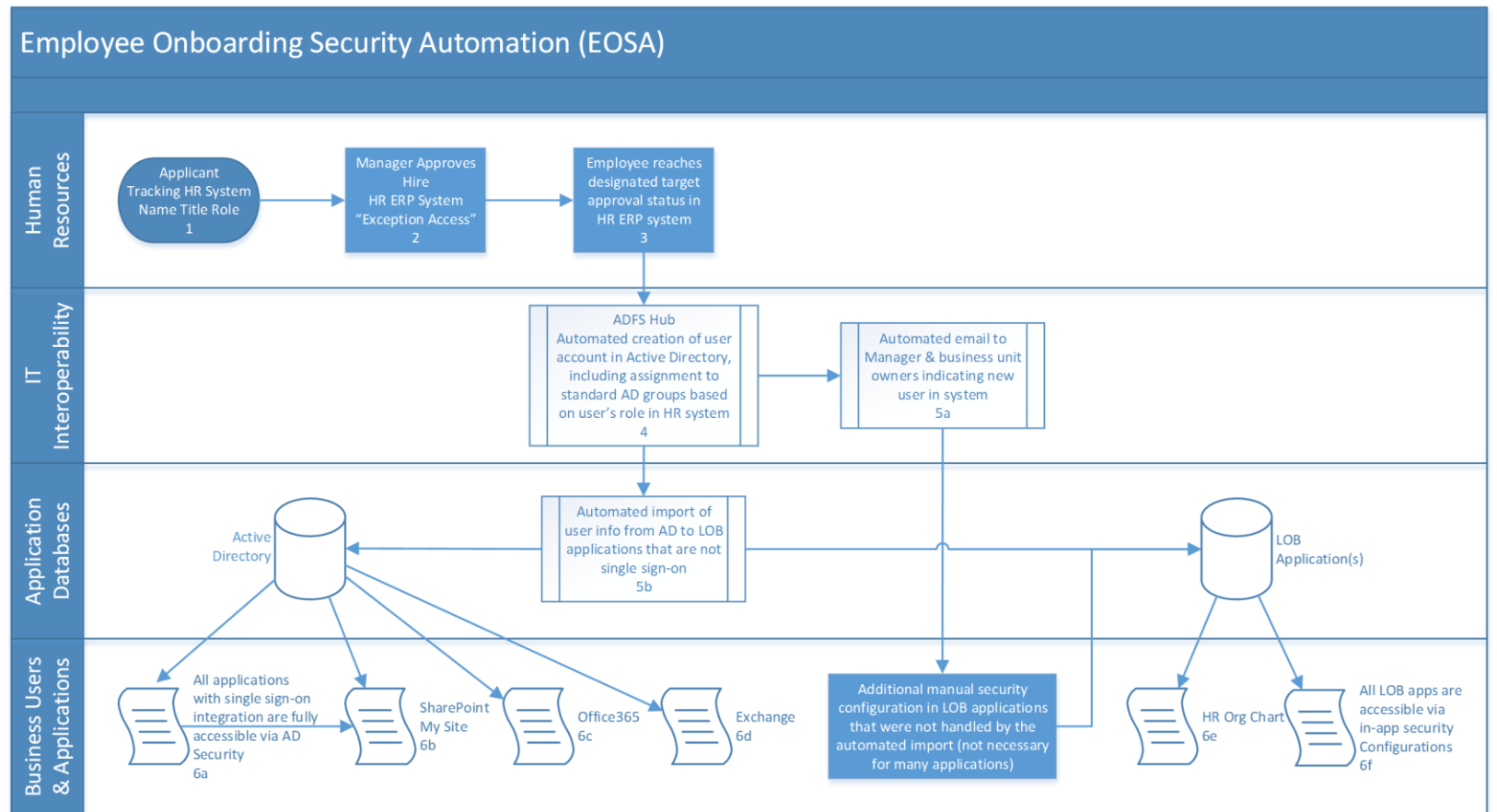
Key Points:
- Onboarding initiated in HR-ERP system (or other onboarding system if desired)
- Role based security
- Automated creation of user access to most applications once user reaches a given workflow point in the onboarding system
- No manual steps outside of HR normal procedures for single sign-on 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)

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SAM Deliverable