



Shurooq Communication Portal  
Features Draft  
Version 1.0

### Project Purpose

Deploying an interactive and user friendly communication portal across SHUROOQ & Destinations , through which employees can actively participate and know about formal and informal information all in one place.

### Project Team

- ▶ IT Department
- ▶ Quality Control and Excellence Division
- ▶ Corporate Marketing Department
- ▶ Public Relation Division
- ▶ CSO Office

### Concept

Portal will be a platform where SHUROOQ users can post / comment / like / dislike or share their activities , plans, thoughts and ideas in various corporate / activity based groups

Portal serves as Interactive platform for Corporate Announcements , Survey & Polls and also provides information and results about SHUROOQ Reward programs for employees

A well designed corporate Galleries to provide Digital updates of what is happening in SHUROOQ

## Features (Proposed)

- ▶ Employee Profile
  - ▶ Employee Personal Profile
  - ▶ Earning Badges for Participation
- ▶ Groups
  - ▶ Departmental Groups
  - ▶ Global (Compulsory Groups)
  - ▶ Activity Based Groups
- ▶ Calendars
  - ▶ Event Calendars (Destinations & Corporate Events)
  - ▶ Corporate Calendars
  - ▶ Personal Calendars
  - ▶ Activity Calendars
  - ▶ Birth Days and special occasions
- ▶ Directory
  - ▶ Corporate Directory
  - ▶ Organization Chart
  - ▶ Team Charts in Departmental Groups
- ▶ MY Place
  - ▶ Personal Galleries
  - ▶ Personal Content
- ▶ Chat
  - ▶ Individual Chat
  - ▶ Group Chat
  - ▶ Chat Invitations
  - ▶ Live Chats (Hosted by Departments for helping users)
- ▶ Polls & Surveys
  - ▶ Conducting targeted & General polls / Surveys
  - ▶ Responding to polls & Surveys
- ▶ Track our CEO
  - ▶ National and International events CEO is attending
- ▶ Fun Zone
  - ▶ Games
  - ▶ e-Cards

- ▶ Quiz Contests
- ▶ SHUROOQ on Internet
  - ▶ All social media updates of SHUROOQ Handles at one place
- ▶ Book Store
  - ▶ e-Books
  - ▶ Training References
  - ▶ User Books
- ▶ Galleries (Image & Video Content)
  - ▶ Corporate Galleries
  - ▶ Event Galleries
  - ▶ Destination Galleries
- ▶ Self Desk
  - ▶ Knowledge Base
  - ▶ FAQs
  - ▶ Help Articles for SHUROOQ Procedures
  - ▶ "How to..?" Ask a question Interface
  - ▶ Collecting Unanswered Questions for Enhancing KB

### **Posting Mechanism**


- All Users are allowed to post / comment / Like on the posts where they have permissions to the group
- HRD & Other Special departments' Post are pinned , prioritized and will be shown to all users (Weighing the post by importance)
- Announcements and memos are given as corporate posts which precedes other content (Specialized posts are categorized )
- Pictures / Videos /Live Videos can be posted based on permissions
- Option to translate posts between English and Arabic


- Posting problems / requests to departmental groups
- Departments Creating Tasks out of posts
- Gathering Ideas of enhancements & analyzing
- Following & Adding friends(users) from other departments
- Notifications of Posts (as per user settings)

### **Proposed Interface**

- [Login Page](#)
- [Home Page](#)
- [Time Line of User](#)
- [Group's Home Page](#)
- [My Place](#)
- [Employee Directory](#)
- [Events Calendar](#)
- More illustrations to be updated . . . . .

Tawsaul

HomeSelf DeskLogout



**Shabbeer**  
Application Developer  
Information Technology

News feed

Messages9



Events

Photos


My Drawer

Saved


Whats in your mind today?



Post




**Mahendra Kakumanu**  
Shared publicly · 7:30 PM Today



Our new datacenter!! You are welcome to have a tour of it !


Like

127 likes · 3 comments




**Albert Velian**  
Looks amazing!! So sophisticated, I would like to have a tour of it  
Looks so complicated!!

8:03 PM Today




**Jeesmon Steaphan**  
Me too!! I too wanna join

8:03 PM Today



Press enter to post comment




**Firos Pattay**  
Shared with Information Technology · 7:30 PM Today

Can anyone help me to configure the router here in Majaz.

Share


Like

45 likes · 2 comments




**Edwin Felizardo**  
Check Self Desk, it's documented there. If you still cant sort it out, I can help you

8:03 PM Today




**Firos Pattay**  
Okies. I will go through it

8:03 PM Today



Press enter to post comment




**Jeesmon Steaphan**  
Shared IT Help Desk · 7:30 PM Today

I am not able to print, can you please check

Share


Like

127 likes · 3 comments



**Samer Haddad**  
I will check it now !!


8:03 PM Today




**Jeesmon Steaphan**  
Thank You!!

8:03 PM Today


Recent Updates




**Jeesmon Steaphan**  
requested on IT Help Desk. 5 min ago



**Hassan Hawara**  
requested on Business Automation. 5 min ago




**Varun Jain** requested on Oracle Help Desk. 5 min ago




**Ramesh K** requested on IT Help Desk. 5 min ago


Your Groups



IT Help Desk



Yardi Support



Oracle Support


Chats

Recent


Contacts

Groups


Search




**Daniel Thomp...**  
I am an automated bot...




**Steven Lewis**  
I am an automated bot...




**Lisa Davis**  
I am an automated bot...



**Steven Lewis**  
I am an automated bot...



**Lisa Davis**  
I am an automated bot...



**Guest 07721**

► Page 5 | [Type your e-mail address]

