

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**

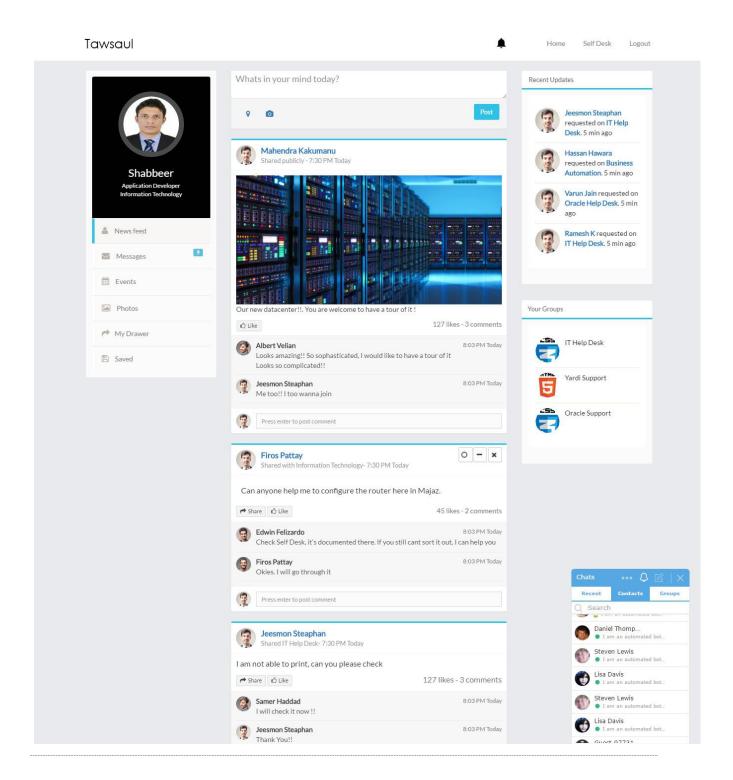
- All Users are allowed to post / comment / Like on the posts where they have permissions to the group
- HRD & Other Special departments' Post are pinned, prioritized and will be shown to all users (Weighing the post by importance)
- Announcements and memos are given as corporate posts which precedes 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 . . . . .

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