**ELECTRONIC MESSAGE BOARD AND DOCUMENT REPOSITORY (INTRANET) FOR NAIROBI CITY WATER AND SEWERAGE COMPANY LTD**

What it is:

An intranet is a private enterprise network, designed to support an organization’s employees to communicate, collaborate and perform their roles. It serves a broad range of purposes and uses, but at its core, an intranet is there to *help employees*.

**What are the advantages?**

**Improves internal communication**

A modern intranet encourages communication to flourish across your organization:

* Teams can have open discussions
* Individuals can share knowledge
* Leadership can to stay in touch
* Departments can provide updates

And, the best part is that communication flows both ways. Anyone can share information and articles, and everyone can comment and provide feedback.

In this way, an intranet both streamlines communication by bringing it into one place and empowers individuals with a voice and company knowledge.

### Helps employees find information

### Simplifies employee on boarding

A good intranet makes on boarding simpler than ever. New hires can use it to find their feet with easy-to-access documents, up-to-date organization charts, rich bios on their peers, and a vibrant news hub that provides information and insights into the culture of the company.

### Provides organizational clarity

Intranets with clear and dynamic organization charts provide clarity on the shape and set-up of your company.

### Encourages knowledge sharing

Intranets allow organic knowledge sharing to grow, as the person-to-person connections increase and deepen across your company.

### Reduces emails and meetings

If you find that your inbox is cluttered with emails and your calendar is stuffed with meetings, it may be time to invest in an intranet.

Intranets with a good, integrated chat feature make discussions easy. You’ll be able to ditch the dreaded reply-all email and have productive conversations away from messy inboxes.

With improved internal communication, it’s easier to keep everyone informed and garner feedback. Which means you won’t need as many large group meetings that suck up time from multiple calendars.

### Brings our workplace culture to life

A company is not a company without its people, and modern intranets are about those people. Bringing them together, bringing out the best in them, and enriching the company culture in the process.

Through the actions mentioned above—peer-to-peer recognition, leadership articles, brand messaging, can aid in realization of improving the work culture and attitude.

### Improves employee engagement

Employee engagement is a hard topic to crack. But, we know it’s incredibly important. Engaged employees are happier, more productive, and less likely to leave.

An intranet can improve engagement in a number of ways. As the company culture (mentioned above) comes to life, it’s easier for employees to understand the bigger picture and feel part of it.

And, as an intranet is a place for active communication, employees can use it to stay connected with their team and get feedback from managers.

### Central file repository

### Offer a centralized location for company manuals and policies. Allow for downloads thus aiding in reducing consumption of huge amounts of paper while promoting a culture of saving and proper management of time and resources. Staff will not be required to travel from regions and stations to hq, all documents will be available online regardless of location.