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Website Construction

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Company Intranet Outline

1. INTRODUCTION: NEEDS, PLANNING, RESOURCES

- Define the scope of the project
 - Needs of the client
 - Aspects of the intranet
 - How intranet will meet the needs of the client
- Planning/ Resources Needed
 - Which of the three needs do we want to prioritize
 - (Speed, Price, or Quality)
 - How much manpower can you focus on the project
 - Which specific aspects of the intranet are priorities for a first draft?
 - How much of the staff can work on the intranet system?

2. GOALS, FULL WEBSITE NEEDS, AND WEBSITE CONTENT

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- Setting appropriate goals for the projects
 - Used to measure site performance and success of the project at hand
- A quantitative goal that tracks if the website is doing its job
 - “25% increased employee productivity after implementation ”
- Find the good and bad of a company, look for ways to improve with the new website
- Plan out the look of UI based on employee needs
 - Question: what does the client need the most?
 - How does an Intranet differ from other websites, which aspects make the planning more or less difficult?
 - Can even the least computer-literate employees use the site effectively?
- FAQ for easy help?

3. WEBSITE DESIGN, CONSTRUCTION, AND TESTING

- Customization options for website and intranet
 - Branding for company colors
 - Video/ Audio Implementation
 - Font and labels for different applications in the portal
- Steps of the design process
 - Wireframe design mockups

- Mobile vs. Desktop interfaces, what look do you want?
- Front-end vs. Back-end development
 - Testing code and back-end features before going live
- Trying multiple variations in testing
 - Give employees/ testers multiple iterations to decide which design fits the company's needs the best

4. HOSTING AND INTERNAL MARKETING

- Different types of server/web hosting for website
 - Intranet-specifics, using cloud services to host the site
- Going back to needs/requirements
 - How much is a company willing to spend on hosting costs
 - How much traffic should the intranet be able to support?
- Different types of cloud hosting
 - (Salesforce, Google Cloud, IBM, etc.)
 - Pricing for each and how it fits into a company's budget
- Internal Marketing for an Intranet system
 - Showing off the positives of the new system
 - Should implementing the intranet be a requirement for all employees?
 - Creating “how-to” videos for the intranet, making them accessible to all employees
 - What can the intranet do for “you”