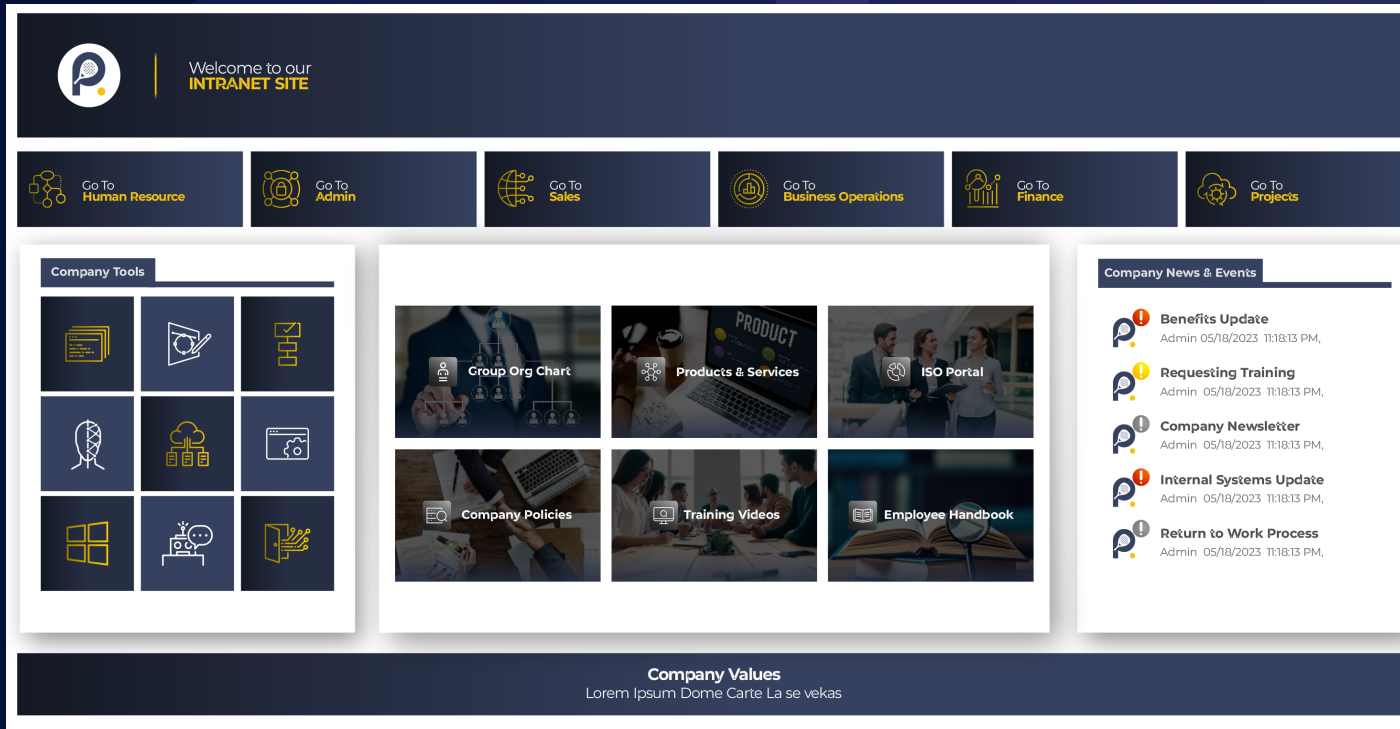


Welcome to your intranet site preview



The screenshot displays the Intranet Lite interface. At the top, a dark blue header contains a logo and the text "Welcome to our INTRANET SITE". Below this is a navigation bar with six "Go To" buttons: Human Resource, Admin, Sales, Business Operations, Finance, and Projects. The main content area is divided into three sections: "Company Tools" (a 3x3 grid of icons), a central grid of six modules (Group Org Chart, Products & Services, ISO Portal, Company Policies, Training Videos, Employee Handbook), and "Company News & Events" (a list of five news items with dates and times). At the bottom, a "Company Values" section is visible with placeholder text.

- One hour Teams call to confirm what information should be shared
- A maximum of 10 modules to be shared on the main page
- Company news service for companywide updates [video instructions will be provided to use this service]
- Company values on the bottom of the Intranet Site
- Wish List form [for staff to provide Feedback & Share Ideas to expand on their intranet site]
- Intranet site design with company branding
- One hour team meeting to review Intranet Site with client
- Publish site to all staff with a document available on the main page explaining the benefits of using intranet sites
- One hour Teams call to review staff feedback and suggestions with client

