



CODECREATORS

# IntraSync: Navigating Your SharePoint Intranet Implementation Journey

At Code Creators Inc., we specialize in SharePoint Intranet Implementation Services, aiming to revolutionize collaboration, enhance efficiency, and drive measurable success for your business as a trusted Microsoft partner.



Microsoft  
Solutions Partner

**Connect Your People, Drive Engagement and Work Better**



## Welcome to Code Creators

Code Creators is a leading software development company and digital transformation consultancy based in Canada. We are committed to providing unique, innovative and customized software solutions that can connect, integrate and revolutionize your organization.

Code Creators was founded with a vision to create optimal and innovative digital work environments that enhance productivity, collaboration and information governance.

We specialize in highly customized SharePoint, Power Platform and Office 365 solutions using an intuitive and aesthetic design approach that transforms the way people work. Our digital solutions are purpose-built to enable your organization to securely share and manage content, knowledge, and applications that empower teamwork and seamless collaboration across the board.

## What is IntraSync?

IntraSync offers a comprehensive SharePoint Intranet Implementation Solution designed to revolutionize digital workplaces. Through collaborative discovery sessions, tailored solution design, and seamless deployment, IntraSync transforms organizations by centralizing communication, collaboration, and knowledge sharing. With intuitive interfaces, personalized dashboards, and automated workflows, IntraSync streamlines processes, enhances productivity, and fosters a culture of innovation.



# Benefits of SharePoint Intranet **Implementation:**

- **Enhanced Collaboration**
  - **Centralized Communication:** SharePoint provides a unified platform where team members can collaborate efficiently, share information instantly, and work together on documents and projects in real time.
- **Improved Document Management**
  - **Structured Storage:** It offers advanced document management features that enable users to store, organize, and retrieve documents effortlessly. Version control helps track changes and maintain the integrity of documents over time.
- **Streamlined Processes**
  - **Workflow Automation:** SharePoint automates common business processes like approvals, tracking, and reporting, which reduces manual tasks and increases process efficiency.
- **Integrated Content Management**
  - **Dynamic Intranet Capabilities:** As an intranet platform, SharePoint supports the creation of personalized portal sites for departments, allowing for targeted content distribution and improved communication within the organization.
- **Seamless Microsoft 365 Integration**
  - **Unified Workspace:** Integration with Microsoft 365 ensures that users have a seamless experience when switching between applications like Teams, Outlook, and OneDrive, enhancing productivity and collaboration.
- **Robust Security and Compliance**
  - **Secure Data Handling:** SharePoint provides comprehensive security features, including sophisticated access controls and the ability to configure permissions at granular levels, ensuring sensitive information remains protected.
- **Scalability and Flexibility**
  - **Adaptable Solutions:** Whether your business is small or large, SharePoint can scale to meet your needs. Its flexibility in deployment (cloud, on-premises, or hybrid) allows it to adapt to any business environment.
- **Customization and Extensibility**
  - **Tailored Functionality:** Organizations can extend SharePoint's capabilities by developing custom solutions and integrating third-party apps, ensuring the platform can meet specific workflow and process requirements.
- **Mobile Access**
  - **Remote Accessibility:** SharePoint's mobile-friendly design ensures that employees can access important documents and collaborate from anywhere, supporting a mobile workforce.
- **Cost-Effectiveness**
  - **Economic Efficiency:** By centralizing resources and reducing the need for multiple disparate tools, SharePoint cuts costs and simplifies IT management, providing a significant return on investment through enhanced organizational efficiency.



IntraSync: Implementation Process

# Navigating Your SharePoint Intranet Implementation Journey

[WWW.CODECREATORS.CA](http://WWW.CODECREATORS.CA)





### 1. Initiation Phase



- **Define Intranet Objectives:** Establish clear goals for the intranet, such as improving internal communications, centralizing documents, or enhancing collaboration.
- **Stakeholder Engagement:** Identify and involve key stakeholders, including department heads and IT leadership, to align objectives and secure buy-in.
- **Project Team Formation:** Assemble a project team with roles specifically suited for intranet development, including content managers, UX designers, and SharePoint developers.

### 2. Planning Phase



- **Requirement Gathering:** Collect detailed requirements for the intranet's functionality, including content types, user roles, and collaboration needs.
- **Develop Intranet Strategy:** Outline the strategy for content management, user engagement, and governance.
- **Technical Planning:** Decide on the SharePoint configuration, whether cloud-based with SharePoint Online or on-premises, and plan the infrastructure accordingly.

### 3. Design Phase



- **Information Architecture Design:** Design the structure for sites, libraries, and lists that will organize and manage content efficiently.
- **Intranet Site Design:** Develop a user-friendly interface that reflects corporate branding and is accessible across devices.
- **Prototype Development:** Build a prototype to visualize the intranet layout and functionality for stakeholder feedback.

### 4. Development Phase



- **System Configuration:** Set up and configure SharePoint to support the intranet's architecture.
- **Custom Features Development:** Develop any necessary custom features or integrations specific to enhancing intranet functionality.
- **Content Preparation:** Start populating the intranet with essential content, including company news, HR resources, and department-specific pages.

### 5. Testing Phase



- 
- **Usability Testing:** Focus on testing the intranet's ease of use, navigation, and accessibility to ensure it meets user expectations.
  - **Security and Compliance Testing:** Ensure that the intranet meets all relevant security protocols and compliance requirements.
  - **User Acceptance Testing (UAT):** Involve a test group of end-users to validate the intranet experience and functionality.

### 6. Deployment Phase



- 
- **Data Migration:** Migrate existing content and documents to the new intranet.
  - **Final Integrations:** Integrate with necessary corporate systems, like HRM and CRM tools.
  - **Official Launch:** Roll out the intranet to the organization with clear communication and an official launch event.

### 7. Training and Support Phase



- 
- **User Training:** Conduct detailed training sessions tailored to different user groups to facilitate smooth transition and adoption.
  - **Produce User Guides:** Create and distribute comprehensive guides and FAQs.
  - **Establish Support Channels:** Set up dedicated support channels for ongoing assistance.

### 8. Review and Maintenance Phase



- 
- **Performance Review:** Regularly review intranet usage and functionality to assess performance and identify areas for improvement.
  - **Collect Feedback:** Continuously gather user feedback to understand their needs and challenges.
  - **Scheduled Maintenance:** Plan and conduct regular maintenance to update features and address issues.





Contact



# CONTACT US

CODE  
CREATORS



---

P/ 647-498-0419



E/ tom@codecreators.ca



W/ www.codecreators.ca



A/ 4 Robert Speck Pkway, Mississauga, ON

