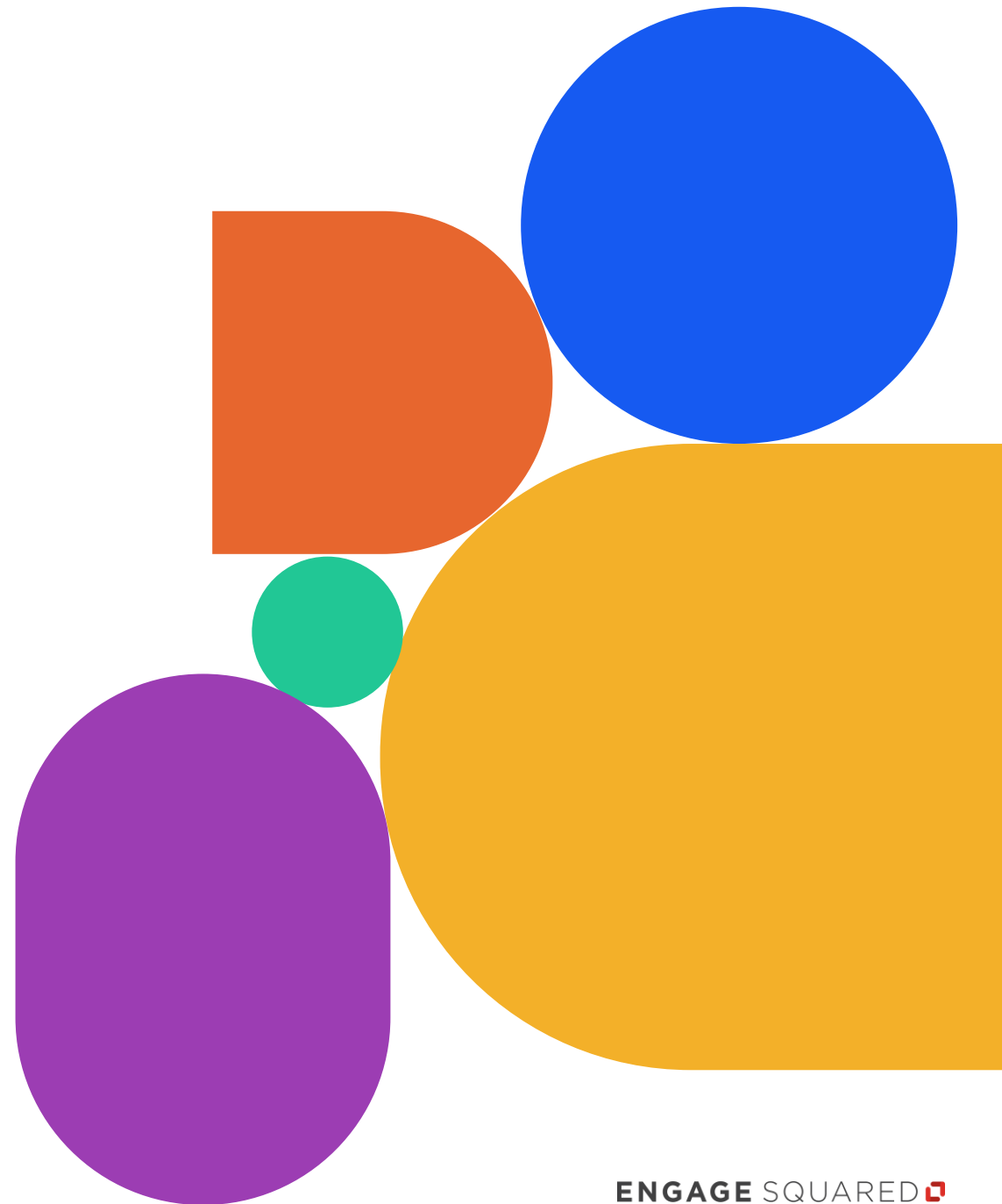


Offer overview

Intranet-as-a-Service

Intranet-as-a-Service eliminates the needs for high up-front implementation costs and provides you with ongoing support to ensure your intranet is a truly delightful and integrated employee experience.

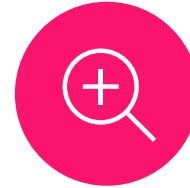


Engagement overview

What is Intranet-as-a-Service?

In a fast paced ever changing digital environment, it can be hard to keep up. Engage Squared's **Intranet-as-a-Service (IaaS)** gives you a true partner to support the build and maintenance of your modern Microsoft 365 Intranet. Supported by digital workplace consultants and adoption specialists you'll feel like the experts are part of your IT and comms team: always just a call, chat or email away.

Intranet-as-a-Service is a monthly investment eliminates the needs for high up-front implementation costs and provides you will ongoing support to ensure your intranet is a truly delightful and integrated employee experience.



Discover

To understand what your organisation and your employees want and need as part of a new intranet. We'll align the design to your brand and design a solution that meets your needs.



Build and Launch

Once requirements have been identified, we'll build your new modern intranet. We'll be with you through UAT and launch. To support your launch, our adoption specialist will assist with launch comms and develop a 30 second awareness video.



Sustain, Support & Evolve

On-demand support for incidents, support requests, problem management and service management. In addition to on-demand support, our digital workplace and adoption specialists will be on-hand to answer your questions and guide your team: from content creation to ongoing adoption tactics.

What is Intranet-as-a-Service?

A good intranet requires ongoing content management, evergreen technological evolutions and continued adoption strategies. Too often, organisations undertake an intranet refresh project only to seemingly abandon it once launched.

It's like getting long-term access to an intranet manager to run your intranet so you don't need to hire someone, plus access to a specialist developer + consultant + intranet UX specialist when needed.

We're changing the way organisations think about, support and manage their intranet – in a monthly investment rather than a heavy upfront cost.

With 3 different service levels, there is an **Intranet-as-a-Service** package to suit everyone – all with no upfront cost.

- Bronze
- Silver
- Gold

More than an intranet in a box

With SharePoint Online as the platform, enhanced with our intranet accelerator components.

Built at pace by experts

A powerful intelligent intranet in weeks, built with you by our experts.

Evolution

Evolve and grow in the future with M365. Supporting you to make the most of the M365 suite.

Support

Ongoing access to the world-class support and the best advice; from our consultants, and from our clients.

Project phases

Phase 1



Design

- ✓ Discovery activities focusing on validating the vision and requirements and designing the new solution. Review of existing content and information architecture structures.
- ✓ We'll design the solution, the supporting architecture and bespoke requirements. We'll then walk your team through the designs and strategies. We may require more input from business stakeholders and representatives.

Phase 2



Set-up

- ✓ With a clear plan from the design phase, we will carry out the set-up phase to deliver the agreed scope ready for deployment and UAT.
- ✓ We will follow an agile approach with a focus on delivering a highly impactful solution.

We will work closely with your team to test against the agreed scope and resolve any identified issue or friction in the user experience.
- ✓ In conjunction with UAT, we will train your teams to ensure a high level of adoption from the get-go.

Phase 3



Launch

- ✓ Once UAT is complete we'll work with you to launch the intranet. We'll support your intranet with communication materials and adoption recommendations.
- ✓ We'll support your content load process by deliverin training to you content authors and administrators, ensuring the best possible intranet come launch.
- ✓ Once launched, we'll transition into BAU. We'll start planning the ongoing investment and content reviews. Additionally, we'll look at anything on your roadmap.

Part 1: 'Design & Discover'

During the discovery phase, we start with reviewing your existing environment and intranet. We'll undertake a series of workshops to uncover your organisations vision for the intranet, your expectations and requirements.

Your nominated representatives will be invited to participate in testing which may include online treejack tests (for testing navigation and IA).

We will also work with your teams to:

Articulate and document your requirements

Review and refine your information architecture

Design and share interactive wireframes

Develop a content strategy* and

Design a change strategy**

Part 2: 'Build & Launch'

Once we've agreed on your requirements, our talented team of developers will get to work building your intranet. We will demonstrate progress early and often, ensuring we have opportunities to implement your feedback.

Once built, our team will support you through a period of testing and validation before we launch your fabulous new intranet.

Our adoption consultants will work with you to develop a 30 second intranet launch awareness video to build excitement about your new intranet, inline with supporting you to implement that change strategy we designed in part 1.



Part 3: 'Sustain, Support & Evolve'

We've set up our service plan to ensure that you don't just launch a great intranet, but that your intranet team continue to have access to expert advice after launch to continuously improve the Intranet.

Our service fee provides ongoing access to:

- On-demand support for incidents, support requests, problem management and service management
- Expert help post-launch
- Help your team run a better Intranet for the long term
- Access to updated components, new components when we add them to our essentials bundle
- Content refresh days (to help your content authors improve your Intranet content over time, avoiding ROT)
- Monthly insight reporting with recommendations to improve your Intranet based on usage patterns
- Membership of our **Intranet 'Think Tank'** forum where your intranet leaders can share stories with other intranet managers from around the world, and participate in show and tell sessions to see how other organisations are innovating

Modernise your intranet with Viva Connections



Keep everyone connected

Encourage meaningful connections across the organisation by enabling employees to easily discover relevant communications and communities.



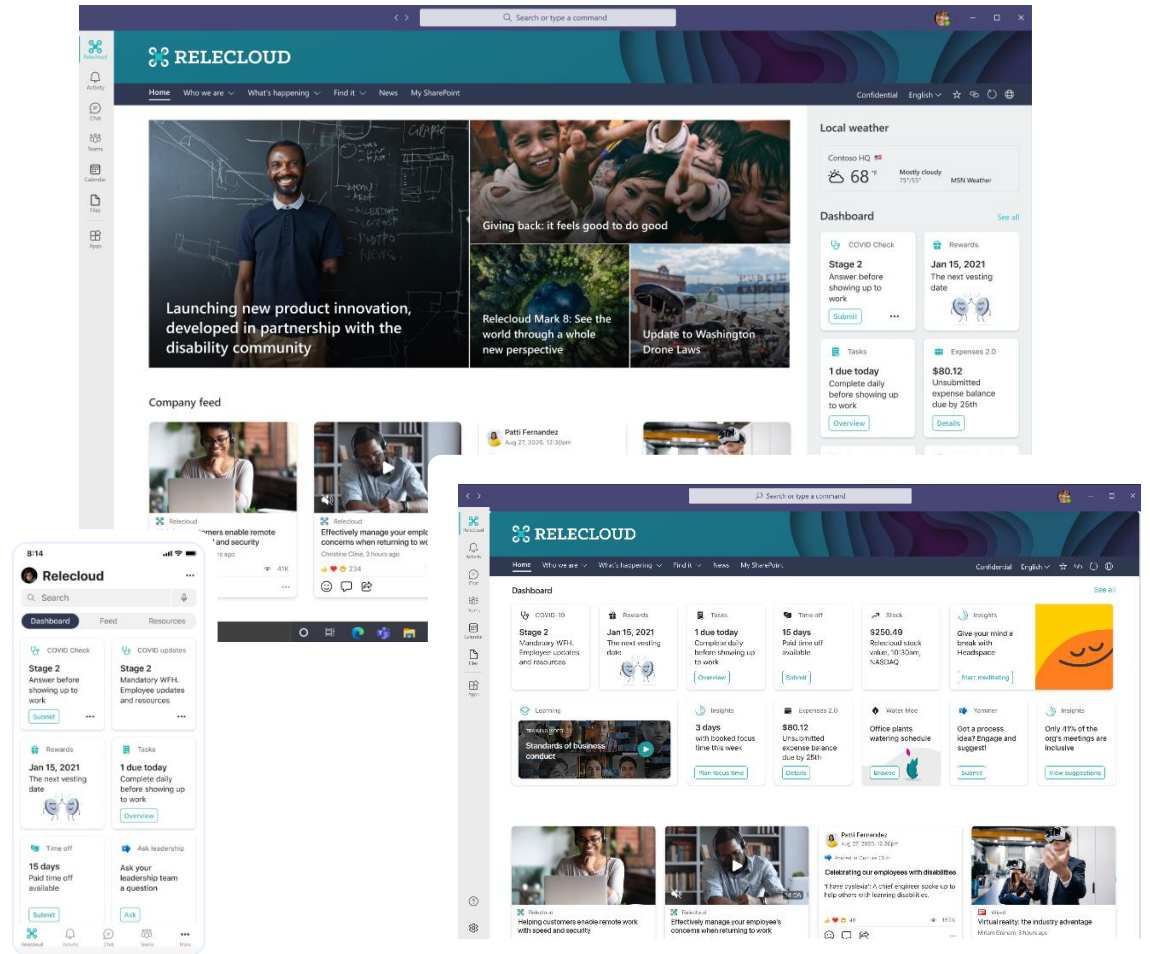
Make it easy for people to contribute

Foster a culture of inclusion by empowering every employee to contribute ideas and share feedback.



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Project pathway

We'll work with you to develop a more detailed timeline, including mapping key stakeholders who we will need to engage as part of our project.

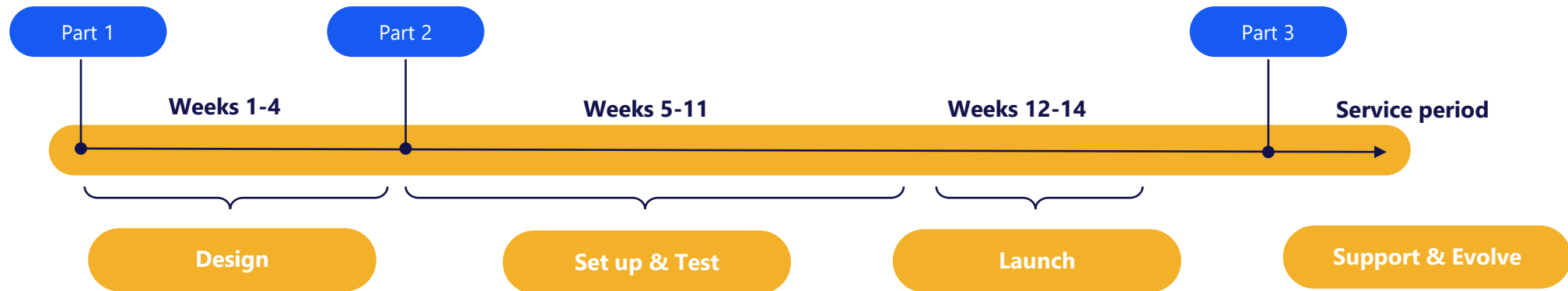
Engage Squared resources

Senior Consultant – to oversee the project, document and design your intranet and associated documentation, support the build and guide you through launch

Change & Adoption Consultant – to develop your change strategy and launch campaign

Developer – to implement the intranet requirements uncovered during the discovery phase

Project Manager – to oversee smooth running of the project, provide status reports and support stakeholder engagement activities



Investment options

Depending on your needs, we can complete the initial intranet build over a period of **12-14 weeks**. The minimum period for all levels of engagement is **2 years**.

We'll work with you to develop a more detailed timeline, including mapping key stakeholders who we will need to engage as part of our project.

This engagement has 3 different investment levels outlined:

Bronze*

- OOTB modern SharePoint Online intranet implementation and configuration
- On-demand support for incidents, support requests, problem management and service management
- Ongoing support access digital workplace and adoption specialists

\$5,995 per month (ex GST)

Silver*

- Modern SharePoint Online intranet implementation and configuration + 1 sprint of custom development
- On-demand support for incidents, support requests, problem management and service management
- 2 x marketing campaigns year
- Ongoing support access digital workplace and adoption specialists

\$7,395 per month (ex GST)

Gold*

- Modern SharePoint Online intranet implementation and configuration + 1 sprint of custom development
- On-demand support for incidents, support requests, problem management and service management
- 4 x marketing campaigns year
- Unlimited pre-launch content author and administration training
- Change management support including bespoke promotional collateral
- Facilitated UAT

\$10,995 per month (ex GST)

About us

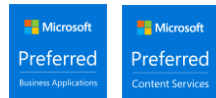
We are Engage Squared.

Specialists in <people> friendly technology.

Our mission is to make work better. We are one of a small number of technology consultancies in APAC that provide end-to-end support for our clients, helping to tackle issues ranging from employee experience, business process automation, compliance and records management, technology adoption and more.

From design, to technical build, our team of experts use their broad range of skills across project delivery, cloud strategy, user experience design, governance, agile development, change management, and security to help our clients get the most of technology.

We specialise in a range of technologies, and partner with leading providers such as Microsoft, ServiceNow, AvePoint, Glint, SWOOP Analytics and many others. We take partnerships seriously and were proud to be named the **2022 global winner of the Employee Experience Microsoft Partner of the Year award.**



Yammer Adoption Specialist



Microsoft Teams Collaboration Specialist

About us



2,000,000+
people use an intranet
built by us



150+
Digital Workplace
transformations



70
Our intranets are
used in 70 countries



6,000,000
Records migrated



Melbourne
Sydney

Brisbane
Perth

Canberra
Auckland

Wellington
Minsk

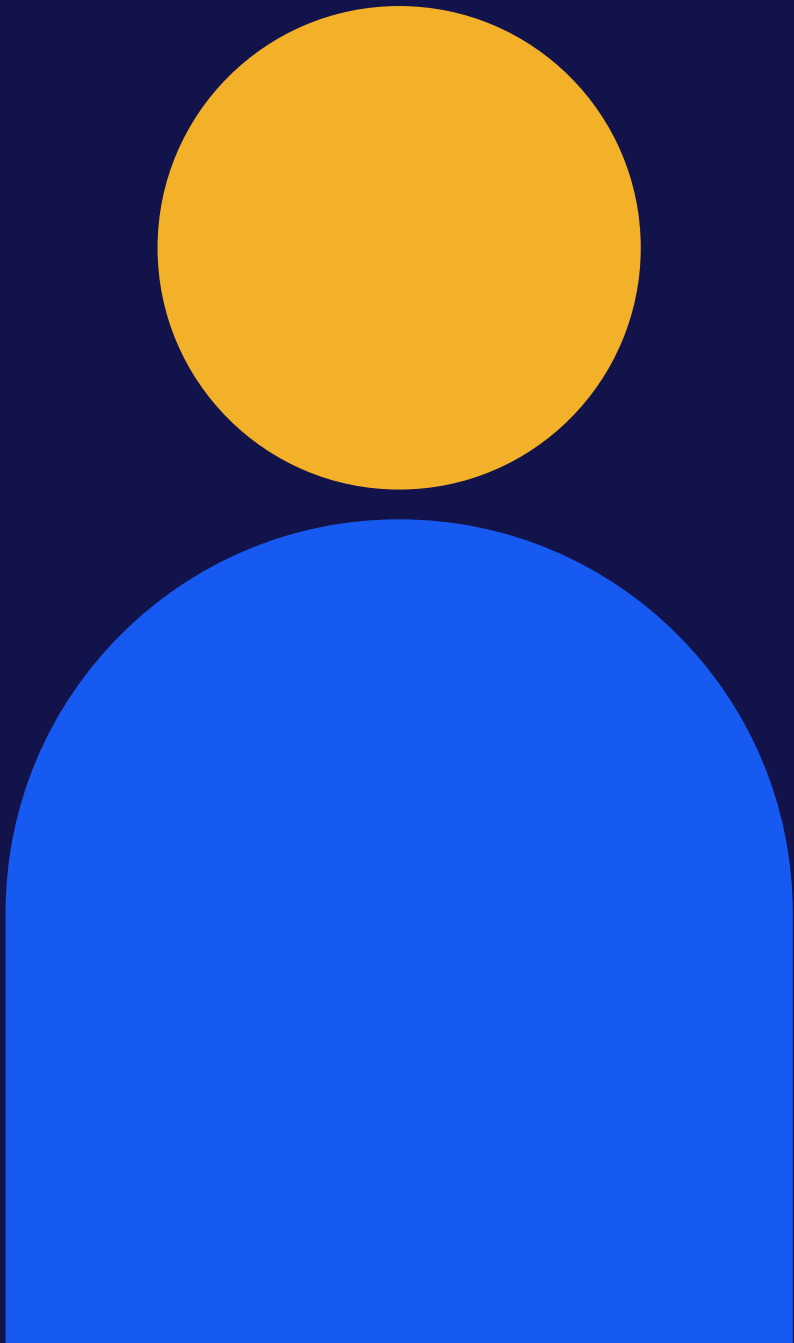


Get in touch

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<people>
friendly
technology

ENGAGE SQUARED 