perspicuity

percy
Percy Intranet

Connect Your People, Drive Engagement and Work Better

Welcome to Percy...

This is it... the moment you've been waiting for!

An intranet that finally serves a purpose, something that every member of your team will love and enjoy. We're ready to start transforming the way you work, we're ready to take you on a journey and don't worry, we'll be with you every step of the way!

Your entire intranet journey starts as soon as you press go (well actually, when you press 'sign' on DocuSign, but we didn't let the legal team write this brochure).

As always, we'll be here for you the entire time. If you have any questions or concerns, give us a call on **0333 4444 365**. Now, go forth with a smile and know you're in capable hands...

❤️ from Team Perspicuity

We Make Work Better

Our Percy success program lasts. Our program doesn't end when you are "installed" or "deployed", our team is your active communications partner for the entirety of your subscription, they're here, they have names, they are based in the UK and available on the phone, on Teams and on point, your point.

We are not a software company driven only by gaining your subscription(s) so our investors can sell us in a few years. We are a company that is privately owned by all our employees, we're driven by positive outcomes for you, it's in our DNA.

You have had all the success you can take? Uniquely (we believe) if you wish to end your subscription all the services we've delivered to date, including your intranet, will stay intact* and you can continue to use them: Yes, you can continue to use your Percy Intranet even if you cease to be a subscriber… but we are pretty sure you won't. 😉

*Please read the accompanying notes with your contract, as there are some limited restrictions if the subscription is not kept up.
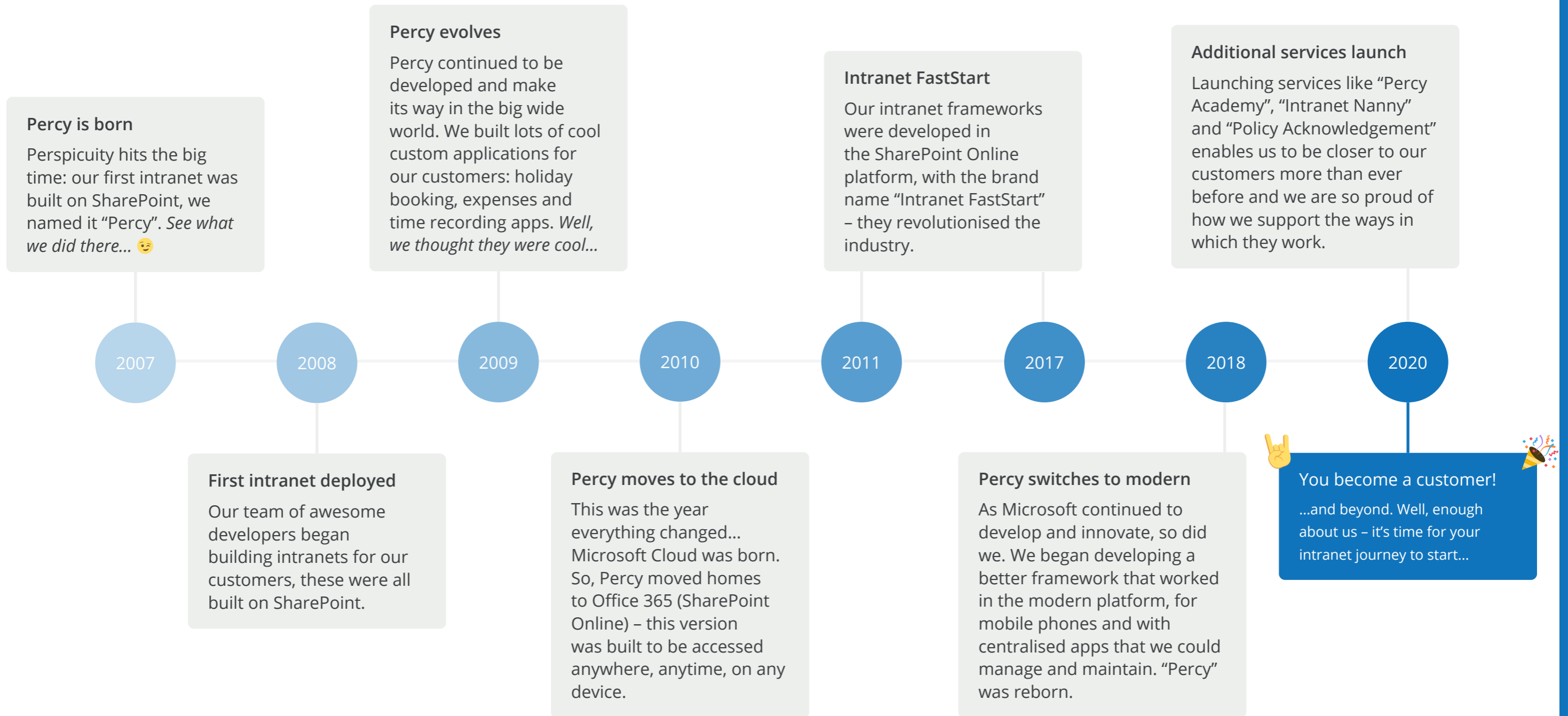
Our Purpose
We Make Work Better

To set the bar for excellence in the IT services industry measured by colleague, customer and partner experience combined with leading financial and organisational performance.

Your Journey Starts Right Here.
Ours actually started many years ago...

Percy is born

Perspicuity hits the big time: our first intranet was built on SharePoint, we named it "Percy". *See what we did there...* 😉

Percy evolves

Percy continued to be developed and make its way in the big wide world. We built lots of cool custom applications for our customers: holiday booking, expenses and time recording apps. *Well, we thought they were cool...*

Intranet FastStart

Our intranet frameworks were developed in the SharePoint Online platform, with the brand name "Intranet FastStart" – they revolutionised the industry.

Additional services launch

Launching services like "Percy Academy", "Intranet Nanny" and "Policy Acknowledgement" enables us to be closer to our customers more than ever before and we are so proud of how we support the ways in which they work.

2007 **2008** **2009** **2010** **2011** **2017** **2018** **2020**

First intranet deployed

Our team of awesome developers began building intranets for our customers, these were all built on SharePoint.

Percy moves to the cloud

This was the year everything changed... Microsoft Cloud was born. So, Percy moved homes to Office 365 (SharePoint Online) – this version was built to be accessed anywhere, anytime, on any device.

Percy switches to modern

As Microsoft continued to develop and innovate, so did we. We began developing a better framework that worked in the modern platform, for mobile phones and with centralised apps that we could manage and maintain. "Percy" was reborn.

You become a customer!

...and beyond. Well, enough about us – it's time for your intranet journey to start...

> *Percy isn't just a name for us, Percy has history. Percy means something to every single member of our family – and we hope soon, it will mean something to you too.*
>
> Charlie Gilbert | Solution Sales Professional

The Market

We get it, there are so many options on the marketplace. From per user / per month products to templates at a one-off cost, there are lots of good options you should consider.

Products for instance, are priced on a monthly SaaS basis and are quite easy to use. The issue is they usually limit you to what the product can do rather than what you want to do. They also don't always leverage what Microsoft are doing behind the scenes with SharePoint Online and believe us, they're doing a tonne of stuff.

Templates are also really good, usually a cost-effective way to deploy a quick skin on the top of SharePoint to make it look better, but they miss out on many of the features that you'll need in the long run.

With Percy, we weighed up all the options and collaborated with our existing customers to make sure we were bringing the right offering to the market.

So, What is Percy Intranet?

Percy Intranet was created to help organisations connect and engage with their employees, using a framework for rapid deployment using both Microsoft's out of the box webparts and some of our own. We don't just stop at deployment though. Our team of customer success managers work in partnership with you to understand your challenges and needs, creating an overall strategy for your intranet. We help you plan, succeed and evolve, whilst continuously improving the service with features like Intranet Nanny and your very own Virtual Learning Environment (Percy Academy).

We help you obtain a greater return on investment from your Microsoft 365 licensing costs.

We help you deliver an intranet that won't suffer from the most common problems.

Our Goals

- ☑ An intranet that works with every other Microsoft 365 service
- ☑ An intranet that continually evolves
- ☑ An intranet that is maintained and kept up to date
- ☑ Something which can be deployed quickly and seamlessly across your business
- ☑ Adding additional ROI based on the new services we develop
- ☑ A service which leads you to success

The Numbers Behind Percy

500+
Development Days

2500+
Hits a Day

1500+
News Articles

82
Breaking Newsflashes

10,000+
Happy Users

27
Countries

Features of Percy

Custom Branding

News Hub

Responsive Design

Advanced Search

Resource Booking

Intranet Nanny

Workflow Automation

Restricted Areas

Microsoft 365

With Percy being built in SharePoint it's easy to integrate with all the apps provided in the Microsoft 365 suite, enabing your organisation to maximise value from your investment.

Policy Acknowledgement

Percy Academy

Drag and Drop Page Builder

Percy Voice

Knowledge Base

Document Hub

Metadata and Tagging

People Directory

Coming Soon

Percy Health

Coming Soon

Percy People

Power Platform

Create automated workflows with Power Automate. Empower team members to discover insights hidden in your data with Power BI. With Power Apps, increase agility across your organisation by building low-code apps that modernise processes and solve tough challenges.

Interactive Org Chart

Percy Analytics

Content Targeting

Commenting and Liking

Forms and Stream

Create unique, engaging experiences with Microsoft Forms and Stream. Gather feedback, create surveys or measure satisfaction with Forms. Record, securely share, and interact with video content hosted in Stream. Both services can be deployed to display content across all of Percy.

File Version Control

Social Tools Integration
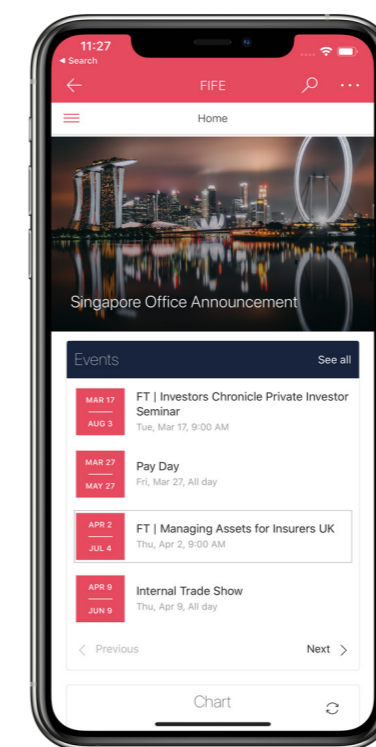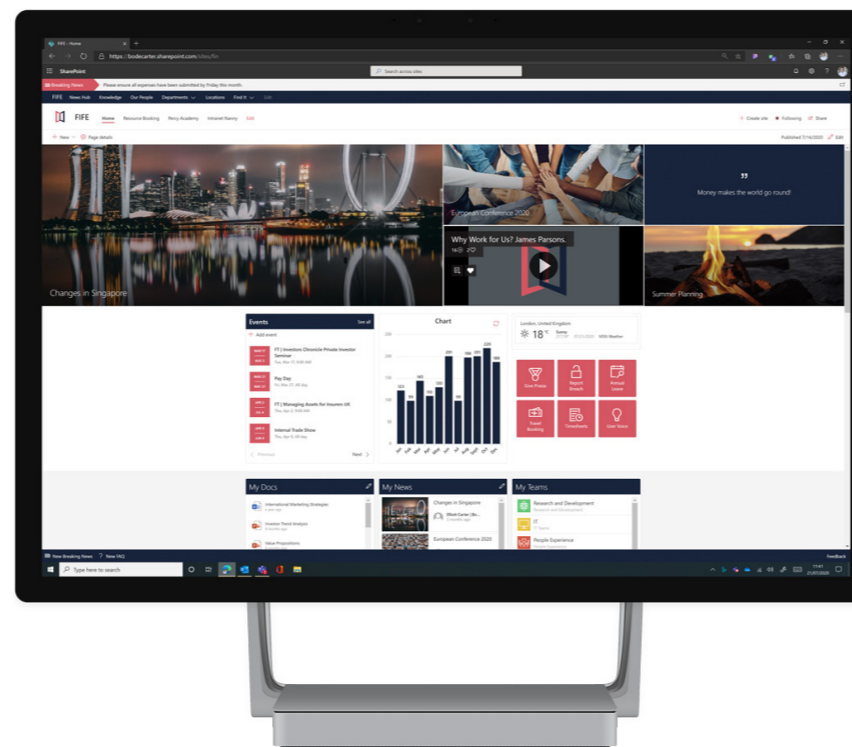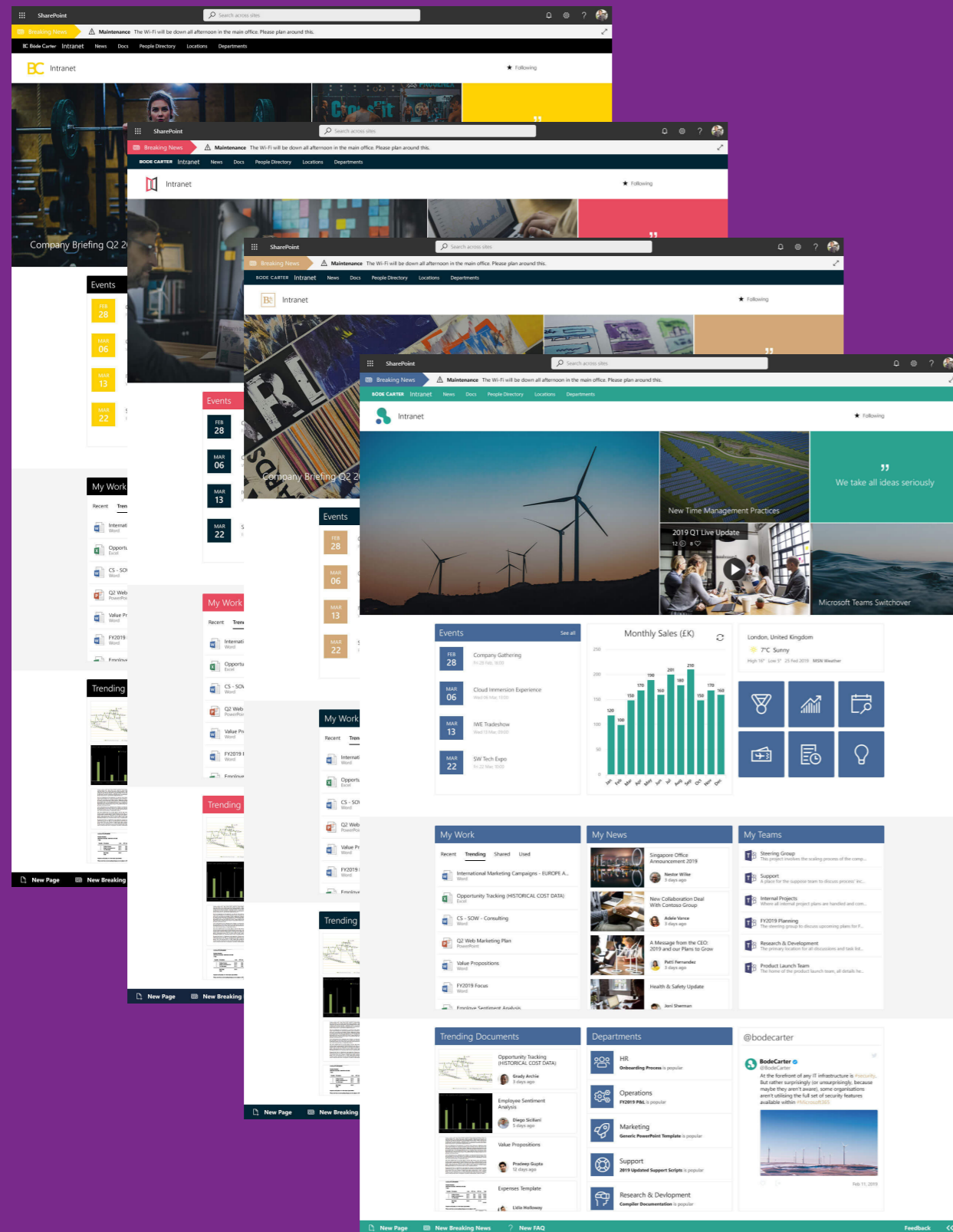
Your Intranet, Your Brand, Your Values

Creating an identity for your intranet is key to enabling the best interaction from your organisation. It's more than just a 'lick of paint' - i.e. refreshing your brand colours and sticking your logo in the top left. Many organisations use intranets as a window of opportunity to communicate and create an ongoing communication with colleagues about who they are, their joint purpose and to promote a unifying message behind a common mission. And to keep this fresh.

Organisations invariably name (personify) their intranet: all of your team can get involved. This works, teams feel more ownership and as a result engage pro-actively.

Once named, you can get to work: create a logo, agree colours, and start work on the content and messaging priorities. This development of the 'internal brand' isn't a replacement of your external brand, it's an extension.

During your deployment of Percy Intranet, we work on just that: aligning your brand and values and bringing that to life on your intranet. We'll also advise on best methods of gathering feedback from your wider community.

As your business grows your intranet will evolve. Percy is built to enable you to customise your intranet to your needs. Changing layouts and creating content is easy and intuitive and we're here to help you every step of the way.

Get a glimpse into how your organsiation's brand looks on Percy by requesting a Percy Intranet Mockup. Just ask your Perspicuity account manager.

Percy has completely revolutionised internal communications at e.surv. Having one central place for all company news and documents means everyone always has access to the latest information. Colleagues are able to work more efficiently and it helps to ensure our remote workforce are engaged with the wider business. The feedback we've received since launch has been overwhelmingly positive!!

Hannah Southwell | Marketing Communications Executive

e.surv
Chartered Surveyors

"The support and advice Perspicuity have provided to us, enabling the development, in partnership, of an effective SharePoint Intranet, was invaluable...

Their ideas, innovation and inspiration have ensured that as a team, we are now able to access key documents, collaborate and communicate more efficiently across our geographically dispersed workforce, whilst ensuring ongoing governance of our information"

Chris Gunn | Company Secretary

SWAP
INTERNAL AUDIT SERVICES
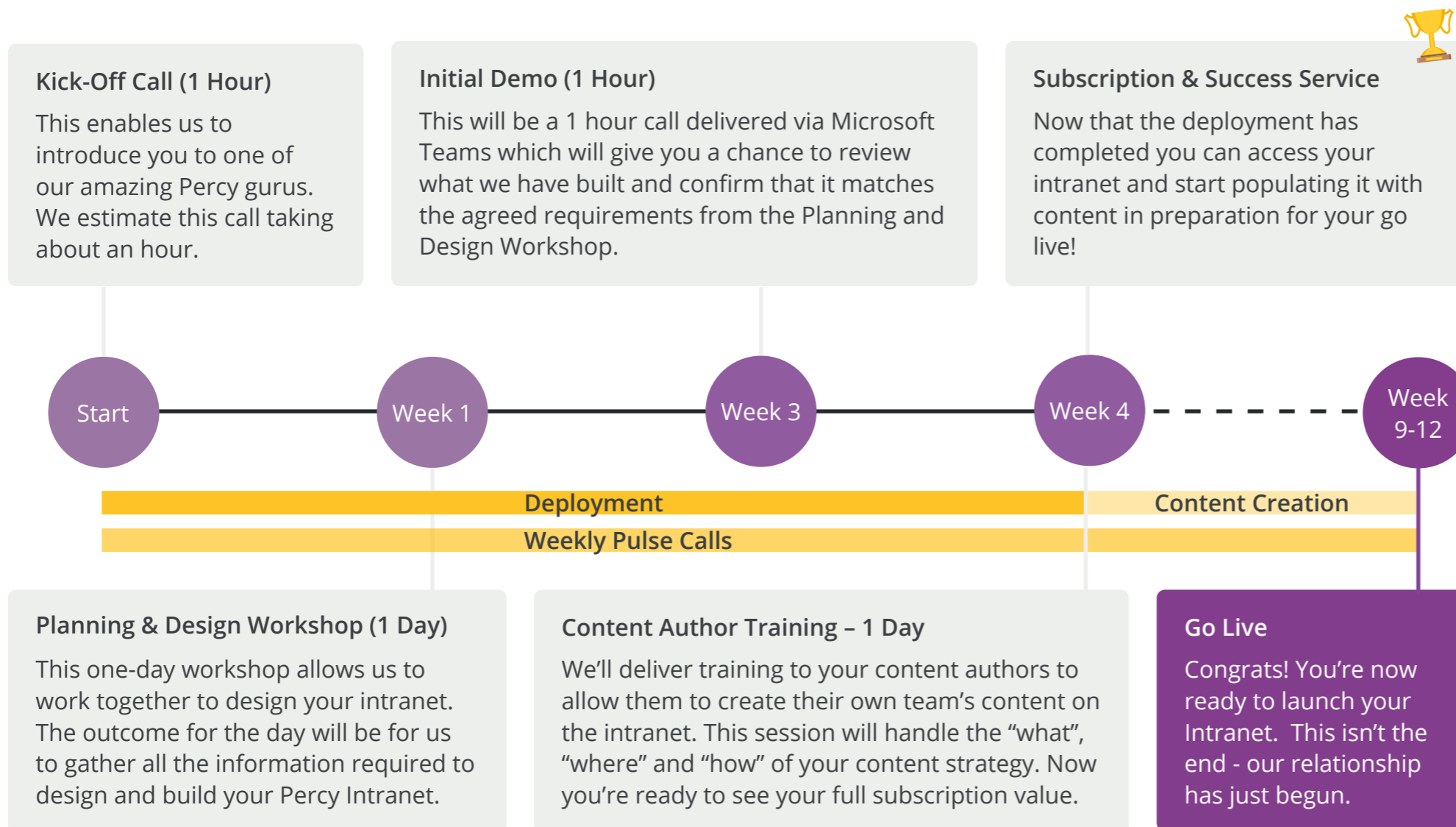Assuring – Improving – Protecting

Deployment Schedule

Percy Intranet is way more than just an intranet, it's a continually evolving modern workplace enabling you to connect your people, drive engagement and work better.

In order to deliver your requirements and create the platform for on-going success, we break the project down into two key services: our packaged deployment service and our on-going subscription service.

The deployment service typically runs over a 4 week period, beginning with the introductory Kick-Off Call and finishing with your Content Author Training session. This is when you will finally have full access to your intranet and the tools you need to start populating it with content. Week 4 marks the beginning of your subscription.

Kick-Off Call (1 Hour)

This enables us to introduce you to one of our amazing Percy gurus. We estimate this call taking about an hour.

Initial Demo (1 Hour)

This will be a 1 hour call delivered via Microsoft Teams which will give you a chance to review what we have built and confirm that it matches the agreed requirements from the Planning and Design Workshop.

Subscription & Success Service

Now that the deployment has completed you can access your intranet and start populating it with content in preparation for your go live!

Start — **Week 1** — **Week 3** — **Week 4** --- **Week 9-12**

Deployment | Content Creation

Weekly Pulse Calls

Planning & Design Workshop (1 Day)

This one-day workshop allows us to work together to design your intranet. The outcome for the day will be for us to gather all the information required to design and build your Percy Intranet.

Content Author Training – 1 Day

We'll deliver training to your content authors to allow them to create their own team's content on the intranet. This session will handle the "what", "where" and "how" of your content strategy. Now you're ready to see your full subscription value.

Go Live

Congrats! You're now ready to launch your Intranet. This isn't the end - our relationship has just begun.

What we need from you...

- ☐ Dedicated project manager
- ☐ An assigned intranet owner
- ☐ An intranet owners' team from your business that is on-board
- ☐ IT team who can support the success of the intranet
- ☐ Access to your Office 365 tenant (ideally, SharePoint admin level)
- ☐ An intranet name (running an internal competition is the best way to build excitement)
- ☐ The brand for your intranet (logo, colour, messaging)

Keeping It Fresh

We'll be there for you every step of the way. We'll be touching base every month to ensure you're getting the best from Percy. And you can reach out to us anytime.

### Create a contributor network

Build a community, run lunch-and-learn sessions on a regular basis to share ideas and to support those starting out, understand why you are doing this. Use gamification to create a leader board of top contributors, award small prizes for those who do best. Create content ideas together - run a brainstorming session for ideas. Consider these questions to get the ideas flowing and trust your contributors...

Plan for comms in advance

Run a theme across departments or teams. An article titled "The 10 questions we hear most – answered!" could form a series with each department representative publishing their article based on their experience. This way one idea creates 5 articles and creates a cohesiveness across the various teams.
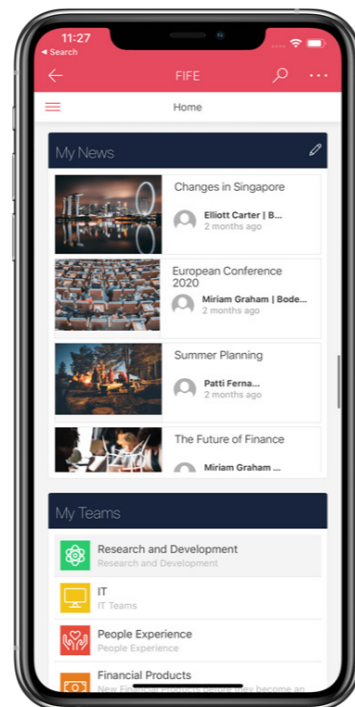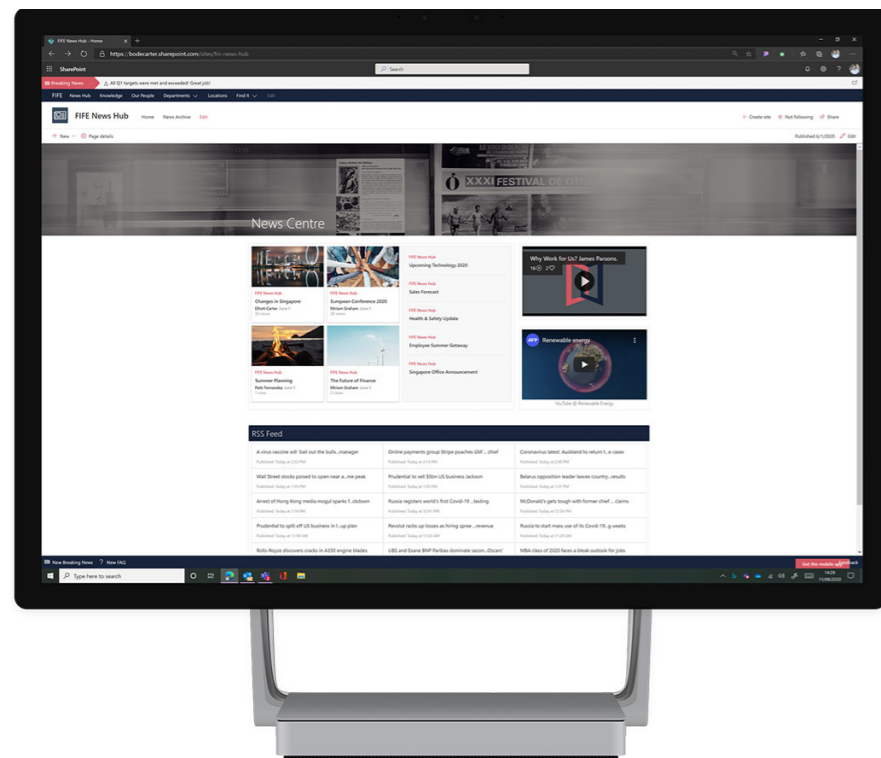
Look outside for help

We've seen great content come from those attending conferences. Our rule in-house is: if you go to a conference, you're expected to produce a vlog of your experience and talk about what you've learnt, as well as share key takeaways from each day. We then publish the videos to Microsoft Stream and advertise with a news article. This creates really engaging content that sits perfectly on your intranet.

Make it look good

We like to be proud of what we produce, so we recommend that you have a ready-to-go collection of imagery that your contributors can use with their publications – ensuring that they stay on brand. If you don't have your own stock library – try unsplash.com to get started – they have amazing royalty-free images.

Run incentives and competitions

Creating incentives and competitions should be fun and interactive, so make it something that brings your teams to your intranet. Display targets / KPIs at the forefront of your intranet. If possible, run a leaderboard and display that too.

Clearly signpost key resources

Make it easy for employees to engage with your content and with each other from the intranet: employee spotlights or recognition / nomination schemes work really well on intranets.

From day one, our dedicated customer success manager kept in touch with our internal team to ensure a smooth and efficient intranet deployment. It's great that something as powerful as Percy is so simple to edit and update. Wider members of our team – typically not from technical roles - have been able to hit the ground running with very little training. This led to us launching a successful intranet filled with engaging content and new ways of working.

Sukhwinder Soomal | Investment Communications Assistant

James Hambro & Partners

Percy Success Service

Ensuring on-going success of your intranet is key to ensuring you get a continuing ROI, not just from a monetary standpoint but also from a cultural and people-centric aspect. This is why Percy isn't just another intranet in-a-box product, you're buying a framework and a service to ensure your organisation effectively deploys a beautifully designed intranet that will be adopted and supported in the right way.

The Percy Success Service, as delivered by your Customer Success Manager (CSM), is designed to ensure that you are getting the best possible value from your Percy Intranet, both in terms of the outcomes you require and to ensure its ongoing success. We help you achieve this success by undertaking the following engagements with you:

Measuring Success

- Help you interpret your usage statistics against your goals
- Set / review goals for the following period
- Share strategies and tactics on how to achieve them

Roadmap Review

- Demonstration of new features and updates to existing features, as well as the use-cases for deploying them
- Share Roadmap for the Quarter ahead
- Seek input for future development ideas

Regular Feature Updates

- Monthly email updates on significant enhancements, new features, and fixes
- Licence to use ongoing and updated IP and access to our maintained central services

Provide Advice

- 'How-To' information
- Advice in structuring content, both in sites and pages
- Insights / ideas that other customers have successfully used

Support Change

- Consider organisation changes and how that may impact your intranet
- Drawdown time for support, custom development or any Office 365 app related training / workshops

Monthly Pulse Call

Each month, your CSM will schedule the remote monthly pulse call with you, in order to establish the health of your Percy Intranet and provide guidance where needed. Each Quarter, we will undertake an in-depth review with you to align intranet focus with your business goals.

Office 365 Environment Changes

Your CSM works closely with our development team to ensure that any updates to Office 365, which may have an impact on your Percy Intranet, are communicated to you and are resolved in a timely manner.

Knowledge Base

As a Percy customer, you will have access to our Knowledge Base. It's a hub full of tips for using your intranet and completing tasks to stay productive and resolving common issues. We're constantly adding new and exciting content to help you drive the success of your Percy Intranet.

Percy Voice

Percy Voice is your platform where colleagues can raise and submit ideas to your organisation. It works with a hint of gamification – colleagues have a limited number of votes, refreshed monthly, which they should be sure to use wisely when voting on those ideas for which they wish to give their support.

Just some of our beloved customers...

Biffa   CALASTONE   Epping Forest District Council   e.surv Chartered Surveyors   BluePlan ENGINEERING

greateranglia   HITACHI Inspire the Next   Housing Ombudsman Service   HUNTSWOOD   James Hambro &Partners

KWE   Lancashire Fire & Rescue Service   Leathams innovators in food   McCurrach   McLAREN

OBSI OMBUDSMAN FOR BANKING SERVICES AND INVESTMENTS / OSBI OMBUDSMAN DES SERVICES BANCAIRES ET D'INVESTISSEMENT   Quotient Sciences Assess. Adapt. Accelerate.   redcentric AGILE • AVAILABLE • ASSURED   Softcat   SWAP INTERNAL AUDIT SERVICES Assuring – Improving – Protecting

UNITY SCHOOLS PARTNERSHIP

Ready to join?... Get in touch