Intranet Assessment Workshop

SOLUTIONS 2SHARE

Workshop on Implementing an Intranet in Microsoft 365

With this workshop you will get an overview of the options for implementing an intranet based on Microsoft 365. You will learn about the tools you can use to build your intranet. The aim of the workshop is to establish the requirements, work out a concept and understand the various options for editing, structure and control. Each workshop is led by one of our intranet experts.

Agenda

• Establishing requirements and planning use cases

• Identifying the best solution for an intranet based on Microsoft 365 (standard, Valo, Intranet by Solutions2Share, etc.)

• Designing an initial information architecture

• Configuration of a start page

• Functionalities and building blocks in the intranet

• Permission concept and governance

• Editing and content management

• Use of metadata and addressing target groups

• Branding options

• Document management

• Q&A session

• Defining a roadmap and schedule