

claromentis

Assembling an Intranet Project Team

Introduction

As you prepare to embark upon the first steps of implementing your intranet project, this article will help you determine the necessary pre-launch project activities, and assist you with the construction of an intranet team. Each intranet project is unique, and your project will correlate with your particular business needs and requirements. The following resources aren't prerequisites to success, they merely outline a typical intranet project team's role. Often project roles overlap and we're continuously working with small and large project teams to implement successful intranets.

Project/Intranet Manager

The project/intranet manager acts as the main point of contact for both their internal intranet team and Claromentis' project team. Effectively liaising with team members from both teams to ensure tasks are fulfilled in a timely manner whilst successfully progressing the project. Important tasks will involve working across departments to schedule meetings, approaching staff members to become content champions and working to evolve the intranet's vision and strategy

Intranet Administrators

Intranet administrators can be assigned from various departments, such as; IT, Human Resources, Marketing and Communications, or they can be a solely appointed intranet team. Intranet administrators will make decisions that will have an organisational-wide impact on end-users. These decisions will involve the configuration of the intranet's permission system; essentially determining what each individual user or group will be able see and do on their intranet. Document folder structures and news channels will also be configured by intranet administrators.

Technical Project Members

For clients who have chosen the internal hosting deployment option, a team member situated within the IT department is most often required. Typical areas they'll play either an active or advisory role include the installation of the intranet software and any potential Active Directory integration or Single Sign On set-up. With the cloud hosting deployment option, the technical member's role will be minimal in regards to installation as this will be implemented by Claromentis' support team.

Intranet Content Champions

With the adoption of a decentralised content creation approach, a team member from each department or business unit is assigned the role of 'content champion'. Tasked with sourcing, creating and distributing content on the intranet through various applications, content champions play an important role in the on-going intranet's maintenance. Pre-launch activities will include attending specific content creation training and the completion of the initial content population.

Marketing/Branding/Design Project Members

This intranet team member will work closely with Claromentis' design team to develop and define the intranet's branding and overall design. Having attended the initial kick-off call, this employee will compile and issue style guides, website links, logos and corporate photos to Claromentis' design team. With the two and three day design packages, a mock-up will be created by our design team using Photoshop (after the initial kick-off call) and the marketing/branding/design team member will be heavily involved in this iterative process to gain final sign-off.

What's next?

If you're planning to launch a new intranet, you can try our [intranet demo](#), [request a quote](#) or [get in touch with a member of our team](#). We'd love to hear from you!

Working With Claromentis

We have almost 20 years of experience in building, designing, and deploying digital workplaces for both large and small organisations, across a wide range of industries.

Our extensive experience, coupled with outstanding technical support and custom development, ensures that we meet and surpass all of your diverse needs and expectations. We pride ourselves in our consultative approach; creating a holistic environment which supports your business through continual growth and development.

Working closely with our customers and viewing every organisation as a unique entity sets us apart from the competition. Actively listening to your precise business needs and requirements allows us to deliver exactly the software you need.

REL needed a platform that allowed us to share information and knowledge with all our colleagues in an engaging way securely. Claromentis has provided us with a solution that matches our needs exactly and we are delighted with the uptake from our people and the flexibility of service provided.

- Stephen Gordon, Managing Director

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