SharePoint Intranet Implementation

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NJPA
National Joint Powers Alliance®
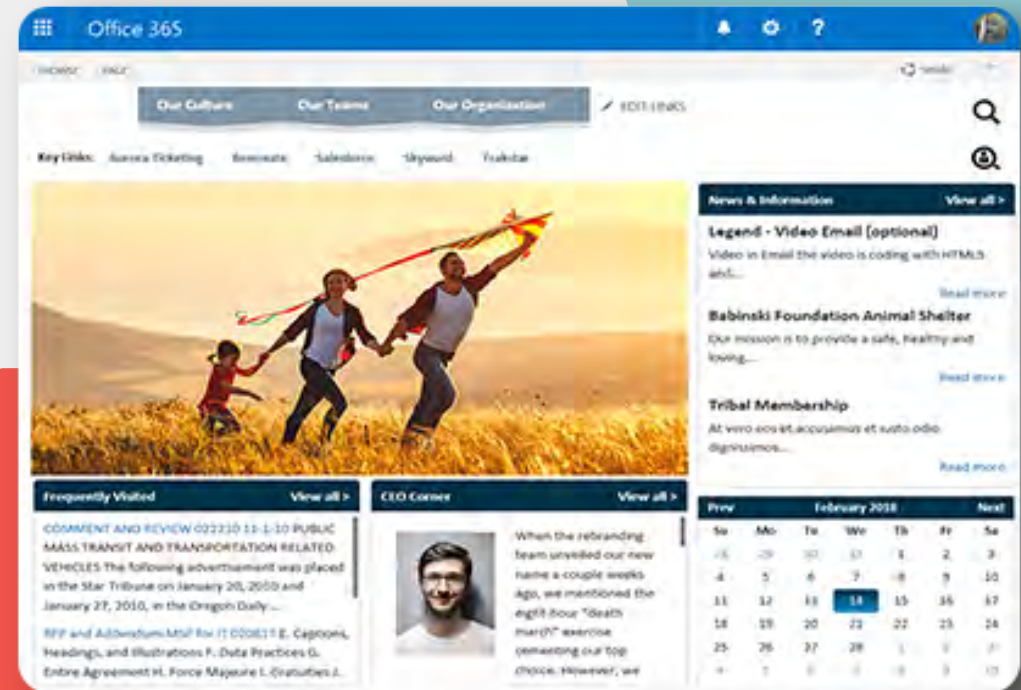
"If I have not mentioned it before please note that Siva & his team have done a fantastic job of identifying our business needs at a granular level, as well guiding us through high-level more complex infrastructure decisions. We are all excited to see the project move forward and are looking forward to building upon what is already a wonderful relationship with the team @ Congruent!"

Tania Denny
Project Leader

Hennepin Healthcare

"I have to say I have been very happy with my interaction with your team. Siva is very responsive and knowledgeable, we are meeting our timelines and he is always on top of any issues that arise. Hari has been a great resource as well, very skilled and always attentive of the business needs and proposing solutions."

Nohemi Feltl
Enterprise Content & Business Technology Manager

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Why is intranet very important for employee productivity?

51% — 51% of employees don't like to share documents because they find it too difficult to locate it

60% — 60% of important information is missed because it was shared through phone or in-person

57% — 57% of employees use applications that are not approved by their company, for tracking daily tasks

60% — 60% of the time are spent in email management, meeting, and information search due to a lack of proper information system

**15%** — Globally, only 15% of the employees are completely engaged with their tasks

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With the massive amount of information flowing into the business, information management is so vital for its success. A simple SharePoint intranet with all the necessary features should help any organization overcome its collaboration challenges.

A SharePoint intranet with the right features can,

01	Streamline business process or approval process

02	Encourage communication between employees/department and prevent information silos

03	Save employees from long hours of information search

04	Streamline task management

05	Increase employee productivity through effective time management

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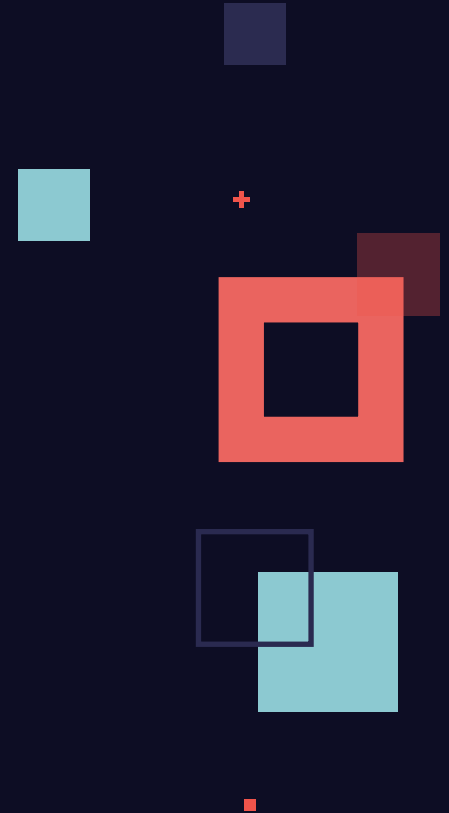
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We build intranets that foster innovation and engagement

- Better Communication
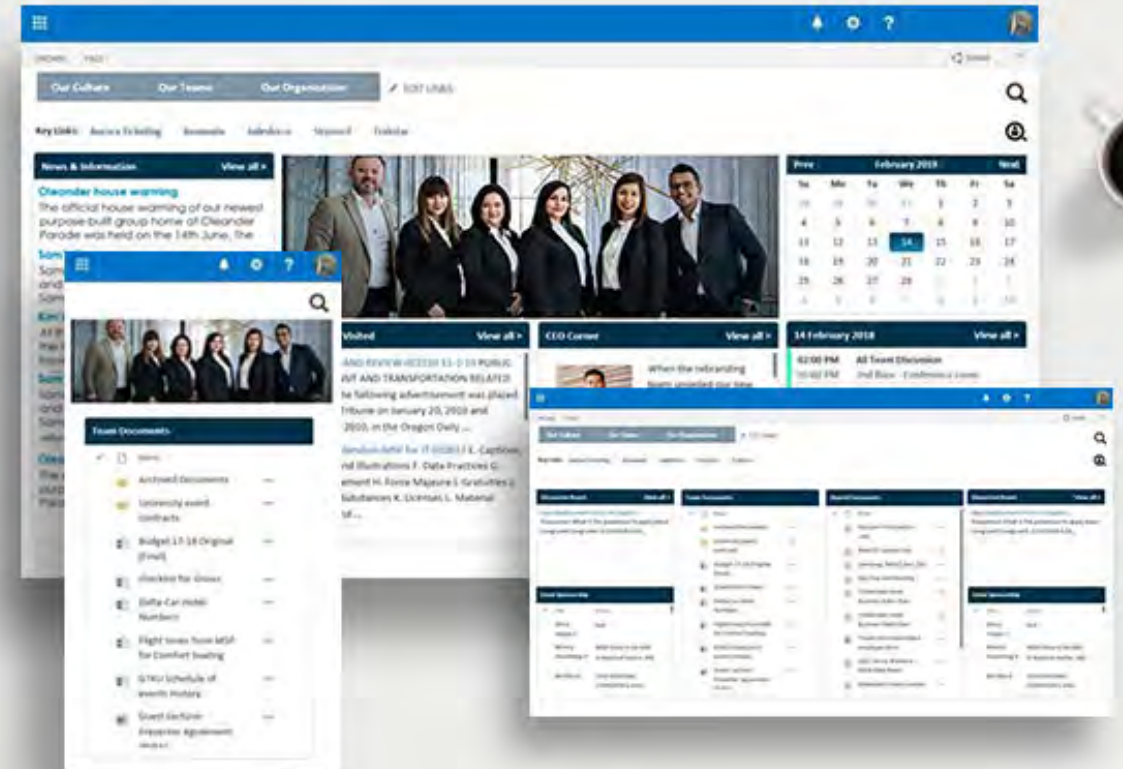- Seamless Collaboration
- Increased Engagement
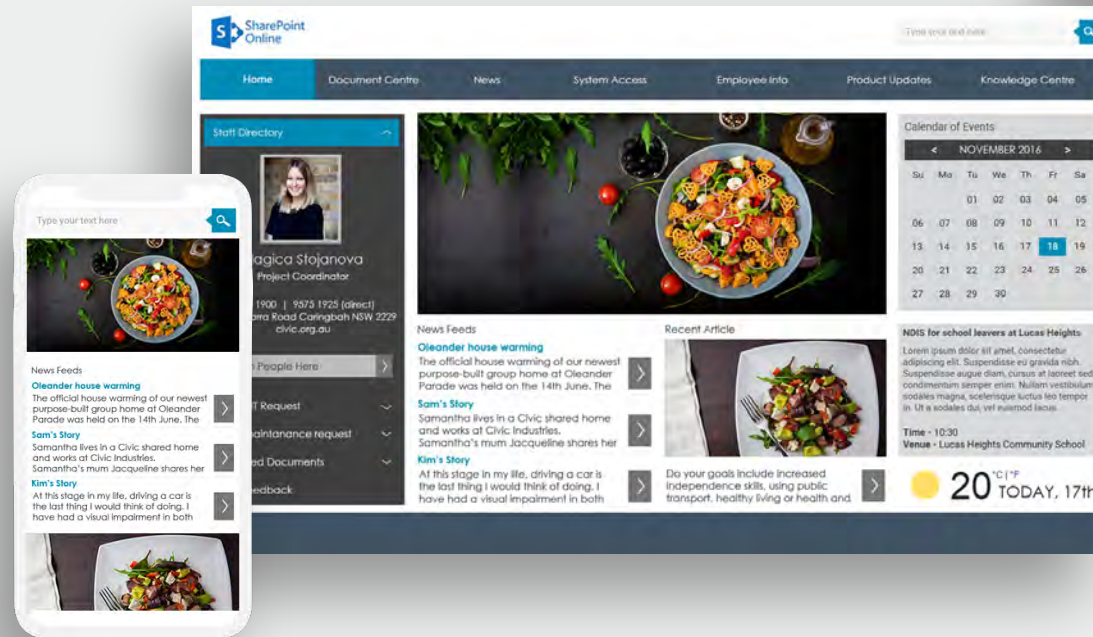- Higher Productivity
- Consistent with your branding

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Top features of the intranet

- Cloud-based
- Mobile compatible
- Instant messages
- Employee hub
- Social intranet
- Security
- Multilingual support
- Branding

- News
- Events
- Advanced search
- Directory
- Recognition center
- Integrate with business apps
- Smart notification
- Leadership corner

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SharePoint intranet solution deliverables

1. Analyze the requirements
2. Design the portal solution
3. Implement the portal solution involving a Home page, other Department/Functional team sites.
   a. Provision Development, Staging and Production site collections
   b. Develop the solution in Development site.
      i. Setup the basic site branding
         1. Associate the logo, color scheme, style and fonts
         2. Define Site layouts and Page layouts (2 each in number)
   c. Build the home page that can display the following components:
      i. Blog (Recent and Archive)
      ii. News
      iii. Announcements
      iv. Event calendar
      v. Key documents
      vi. Staff Directory/Search
   d. Department specific sites
      i. Home page and content specific to department
   e. Provision and Configure Libraries and Lists
   f. Configure Search
   g. Define User Groups and Access permissions

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SharePoint intranet solution deliverables

4. Content Creation/Migration
    a. Migrate content from existing setup/file server
5. Make it responsive to work on multiple devices and form factors
6. Deploy the system tested solution in Staging site
7. Move the certified solution to Production site
8. Train users on the deployed solution components
    a. Admin training for IT to manage and support the setup
    b. End user training for managing the site
9. Support Go live activities

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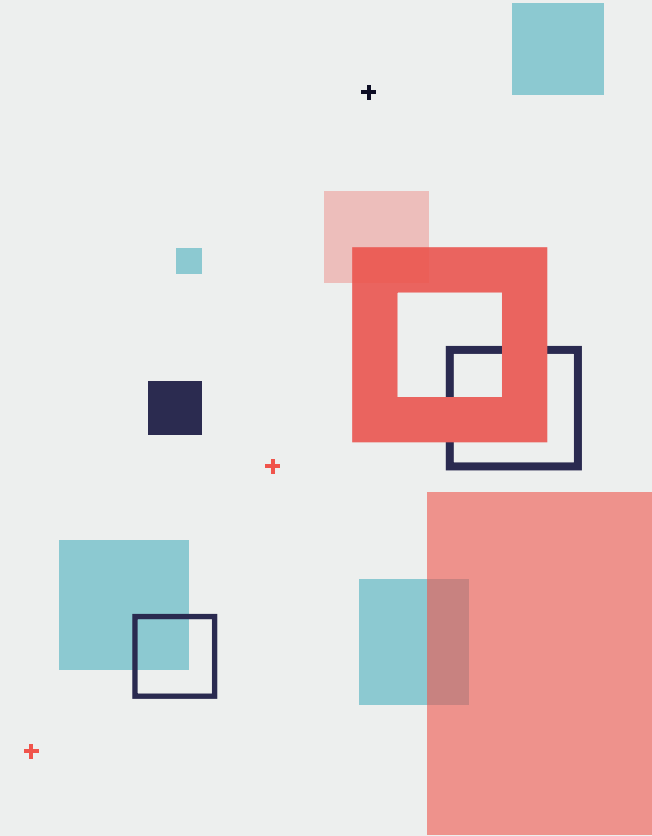
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About

Since its foundation in 1994, Congruent has been a reliable IT service provider. Over the years it has grown into a partner of choice for industry-leading enterprises, SMBs, and ISVs for IT consulting and building next-gen enterprise solutions on cloud. The state-of-the-art digital products & experiences that Congruent designs and engineers, accounts for an impeccable digital transformation.

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