

#SampleDesigns



Lorem ipsum

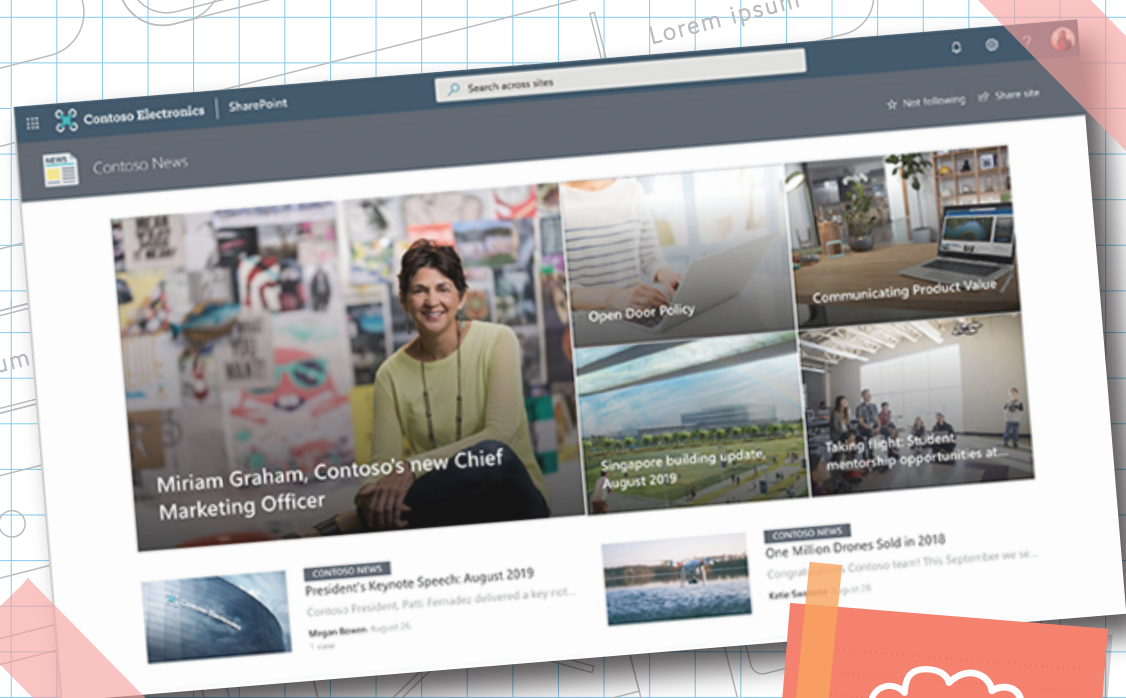
Lorem ipsum

Lorem ipsum

Button

Button

Lorem ipsum



#Inspiration



# SharePoint Intranet DESIGN STUDIO

*Inspiration and ideas for a SharePoint Intranet*



*Experts in Intranet Design & Development*

# The importance and value of a well-designed intranet

How do you build a great intranet? At Kiefer we've been building intranets in SharePoint for over a decade. In that time, we've developed some best practices for creating a truly amazing intranet. We know that great intranets are designed with the user in mind and that they help employees do their jobs better. Great intranet sites are well-designed, easy to navigate and seamlessly blend usability and strong design.

A great intranet is an organizational hub where users go for the most important information, to connect with organizational expertise and to collaborate across the organization. But even the most well-engineered things aren't much good if they aren't inviting. The experience of your intranet is as important as its engineering. To borrow a phrase, build it well and they will come.

Think of an airport terminal. Some are beautiful to look at, easy to navigate and passengers can get where they need to go quickly and confidently. Others, though, are aesthetically unpleasant, cumbersome and confusing. While Kiefer isn't in the airport terminal building business, we are in the business of building elegant, navigable and relevant intranets. Like a well-designed airport terminal, a user shouldn't have to think too much about an intranet while they're using it. And like a poorly designed airport terminal, users will do just about anything to avoid it.

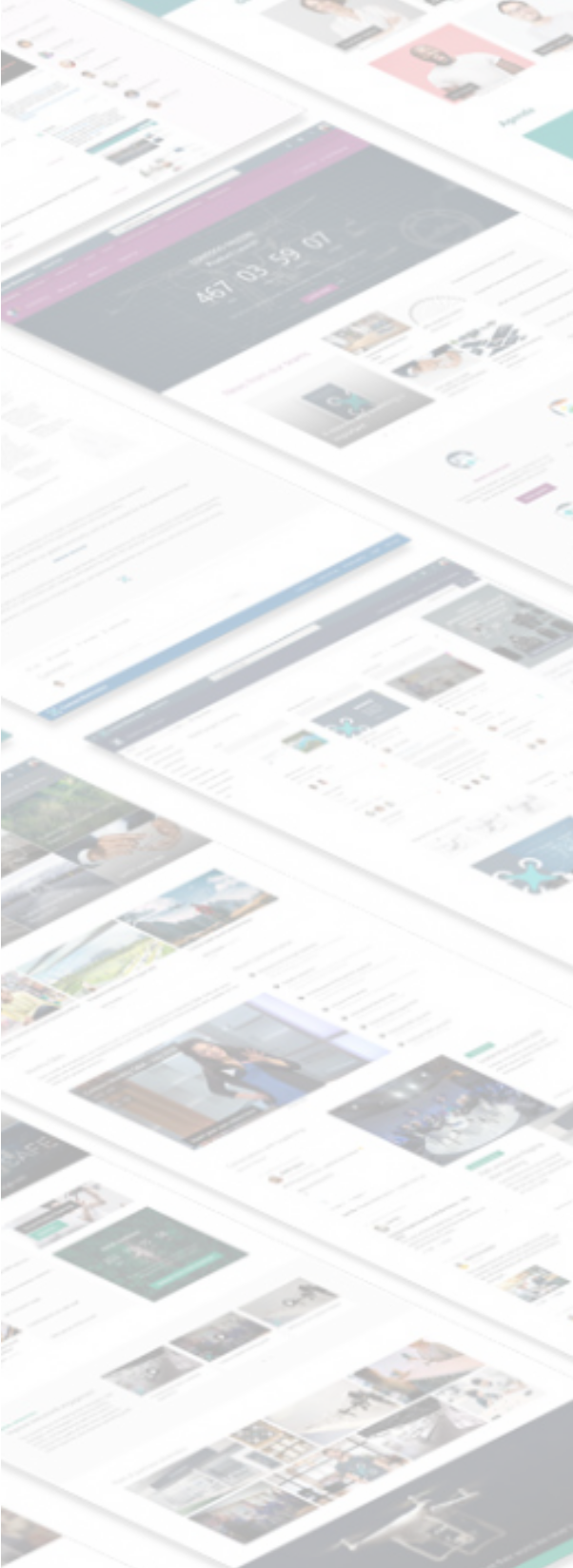
## About this Guide

The Kiefer Modern Workplace Practice has helped organizations both large and small in designing and deploying dynamic intranet experiences. This guide showcases some of the design potential that can be coaxed from SharePoint. Let the designs presented here inspire you!

This guide focuses on the visual-design aspects of an intranet, which the Kiefer team is well equipped to help you with. Our team can also help you in planning, information architecture, design, deployment, governance, and user adoption. For now, though, spend a few moments considering these designs and you'll start to see just how expansive the possibilities are.



# Leveraging Microsoft look book templates



Kiefer consultants are pioneers when it comes to intranet development. Our team has pushed SharePoint to its limits, built custom web parts and designed elegant intranet experiences by leveraging SharePoint and custom code.

Microsoft recognizes the power of the SharePoint platform, the applications and the use cases. They built it, after all. As a platform for an organization's intranet, SharePoint has proven itself to be an excellent choice. However, many users and organizations aim to deploy an intranet quickly and with minimal complexity. Custom code and starting from "zero" are often non-starters. Microsoft's Modern user interface in SharePoint Online presents organizations with a no code/low-code platform for an intranet. Furthermore, Microsoft has introduced look book templates and pre-built web parts to simplify and accelerate the build of an organization's intranet.

## The Look Book Templates

Microsoft has released 18 look book site templates that can be used to create a SharePoint Online intranet. Look book templates come with pre-configured pages loaded with webparts, customized layouts, and visual design. Once a template is deployed to your site you can customize the look even further by swapping out colors to match your corporate branding, deleting and adding webparts, and moving webparts around on the pages.

Using a template from the SharePoint look book does NOT limit your ability to customize SharePoint, but rather gives you a solid starting point for the visual design and layout of your intranet. The SharePoint look book templates are only available as Modern site templates.

Look book templates are also a great way to quickly show end users what is possible in the Modern UI if you are considering a change from Classic to Modern. Perhaps you've soured on Modern because you've heard there are limited design options. While true, the examples in this guidebook should help put your mind at ease if you've been worried that Modern intranet wouldn't look as good as a highly customized Classic intranet. As you've seen, some amazing things are possible and Kiefer can help you achieve them.

# SharePoint Online Web Parts

*Pre-built and ready to use*

When you add a modern page to a site, you add and customize web parts, which are the building blocks of your page. You can add text, images, files, video, dynamic content and more.

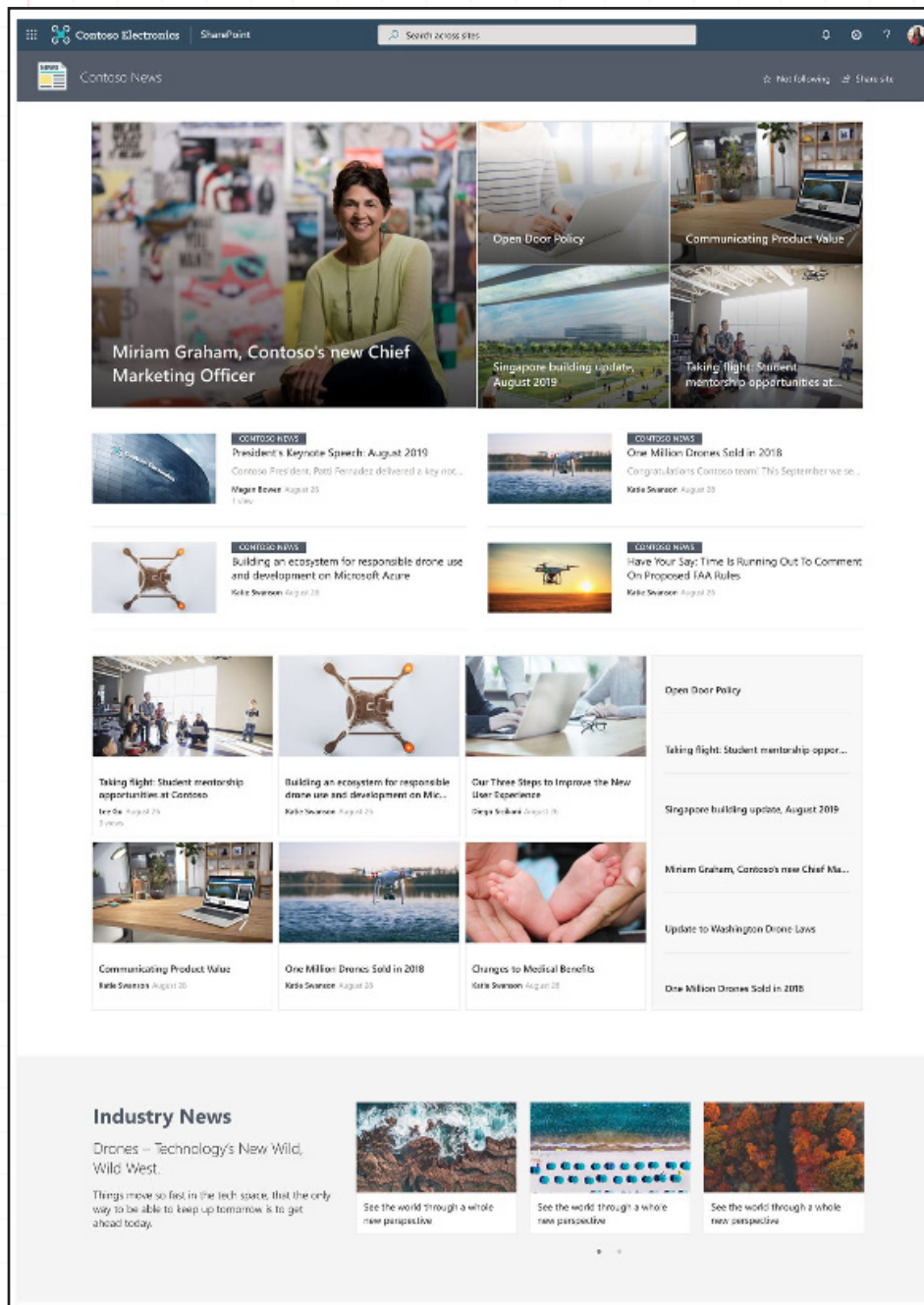
Web Part	Functionality
Embedded	Embed content from other sites
Bing Map	Displays a location on a map.
Document Library/List	Adds a document library or list.
Events	Displays upcoming events.
News	Displays recent news.
Quick Chart	Shows data in a bar or pie chart.
Quick Links	Allows you to pin items to your page for quick and easy access.
Site Activity	Shows recent site activity.
People	Shows the information for people in your organization.
Image	Inserts an image into your page.
Hero	Display up to five central items with images, text, and links.
File Viewer	Inserts a file into your page.
People	Shows people's profiles on your page.
Embed	Display content on your site from any source that allows embedding (like YouTube).
Planner	Adds your team's tasks and assignments on a page using Microsoft Planner.
Power Apps	Business apps that run in a browser or on a phone or tablet.
Office 365 Video	Display a video that is managed in the Office 365 Video portal on your site.
Power BI	Embed interactive Power BI reports in SharePoint Online pages.
Microsoft Forms	Add a form or form results to your SharePoint Online page.
Image Gallery	Share collections of pictures on a page.
Spacer	The Spacer web part allows you to control vertical space on your page.
Highlighted Content	Dynamically display content from a document library, a site, a site collection, or all sites.
Stream	Adds a Microsoft Stream video to your site.
Group Calendar	Display calendars from Office 365 groups.
Markdown	The Markdown web part adds text to your page and format it using Markdown language.
World Clock	The World clock web part shows the time in different locations around the world.
Divider	The Divider web part inserts a line between other web parts to help break up your page.
Countdown Timer	The Countdown timer web part displays a count down (or count up) to an event.
Code Snippet	Displays code as text on your page for others to use or learn from.
Twitter	Displays Twitter feed.
Yammer	Integration with Yammer.



# Design Template: News Site

## Company & Organization News

This communication site uses multiple news sources and news layouts to highlight stories and events from all levels of your company's organizations.



### Site Features:

- Configured as organizational news source
- Custom company theme
- Section background
- Compact header
- Header background
- Custom site logo
- Footer

### Web Parts Used:

#### News

Tiles, Side-by-side, Hub News, List, Carousel

#### Text

Custom RTE formatting

#### Quick Links

Filmstrip

#### Events

Filmstrip

#### Image

#### Button

Left alignment

#### Events

Compact

#### Hero

Layer, 1 Layer

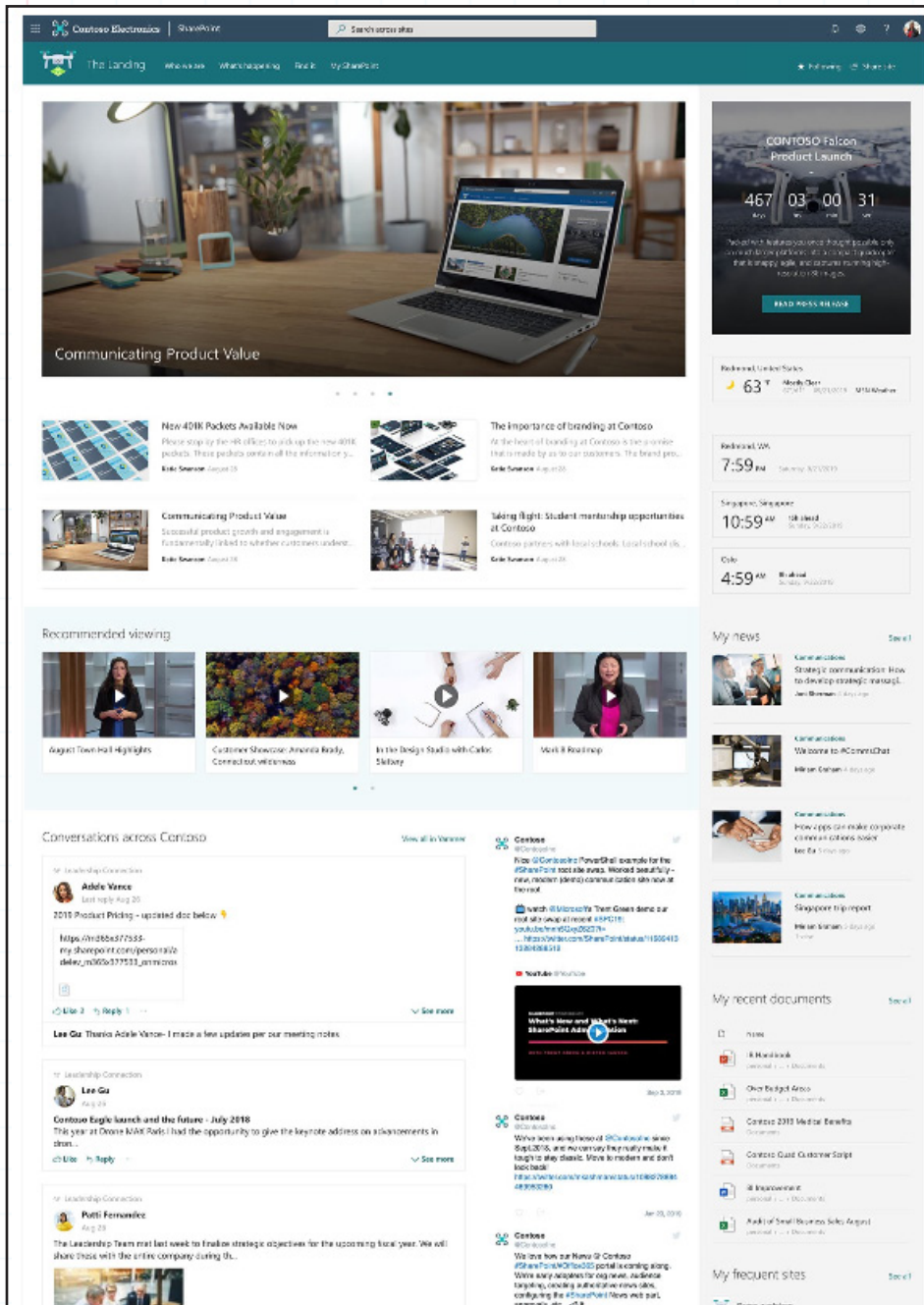
#### Hero

Full width, 2 tiles

# Design Template: The Landing

## News, Resources, Personalized Content

This communication site is designed to be the place where your employees can find the news and resources they need, plus personalized content tailored just for them.



### Site Features:

- Custom company theme
- Vertical section
- Section background
- Mega Menu
- Compact header
- Header background
- Custom site logo
- Footer

### Web Parts Used:

#### Quick Links

Filmstrip

#### Twitter

#### Yammer

Conversations

#### Image

Text over image

#### Countdown timer

#### Weather

#### World clock

#### Recent documents

#### Sites

Compact

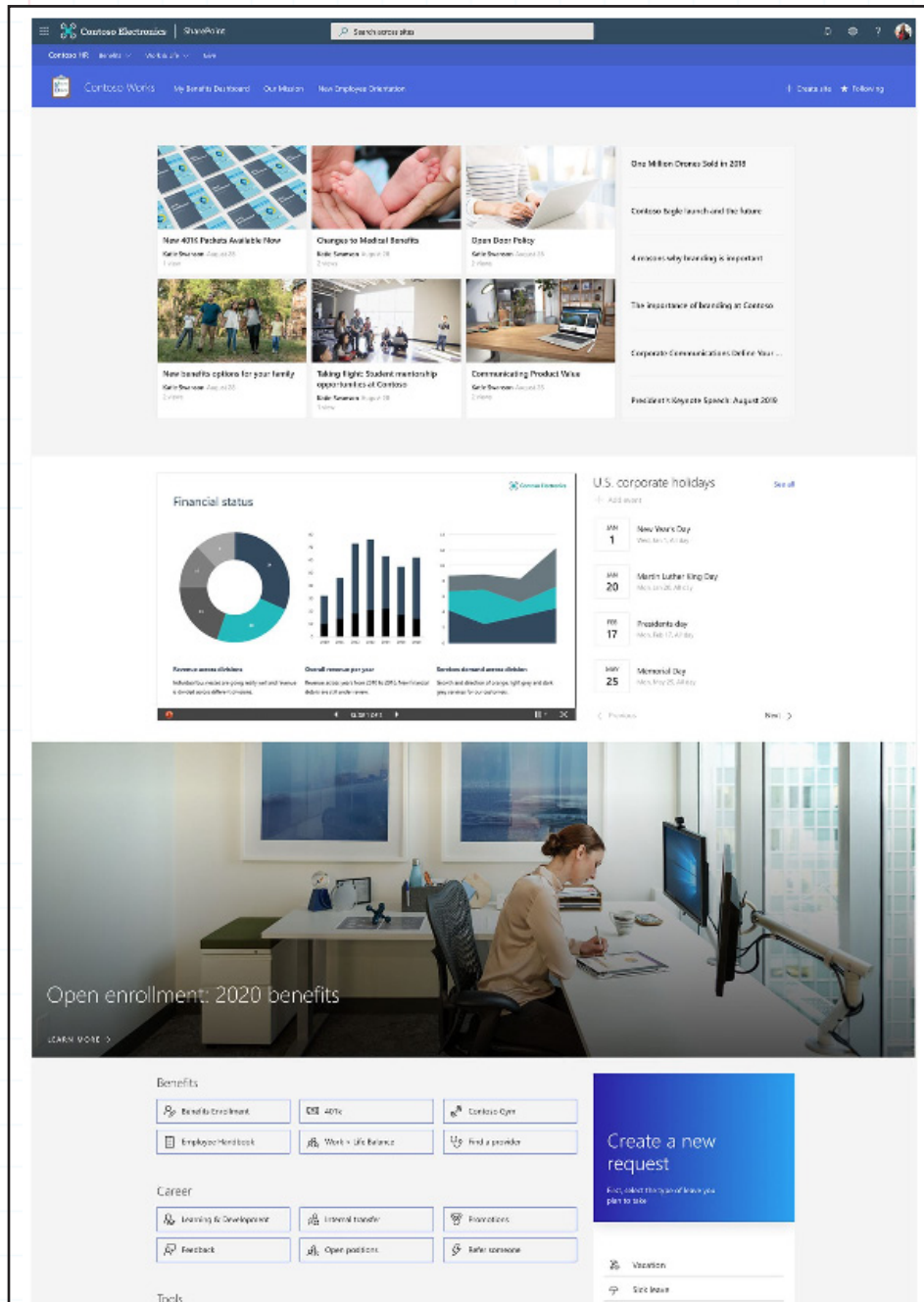
#### Highlighted content

Grid

# Design Template: Human Resources Hub

## Employee-Focused News, Resources

Besides hub news, events, contacts and other resources, this example of a Human Resources hub site features a custom PowerApp for time off requests from employees.



### Site Features:

- Custom company theme
- Vertical section
- Section background
- Mega Menu
- Compact header
- Header background
- Custom site logo
- Footer

### Web Parts Used:

#### Hub News

Carousel, Side-by-side, List

#### File viewer

Custom slide start

#### Events

Compact

#### Hero

Full width, one tile

#### Quick Links

Button, icon on left, outline, center alignment, one line title text

#### Quick Links

List, descriptions shown, icons on left

#### PowerApps

Custom

#### People

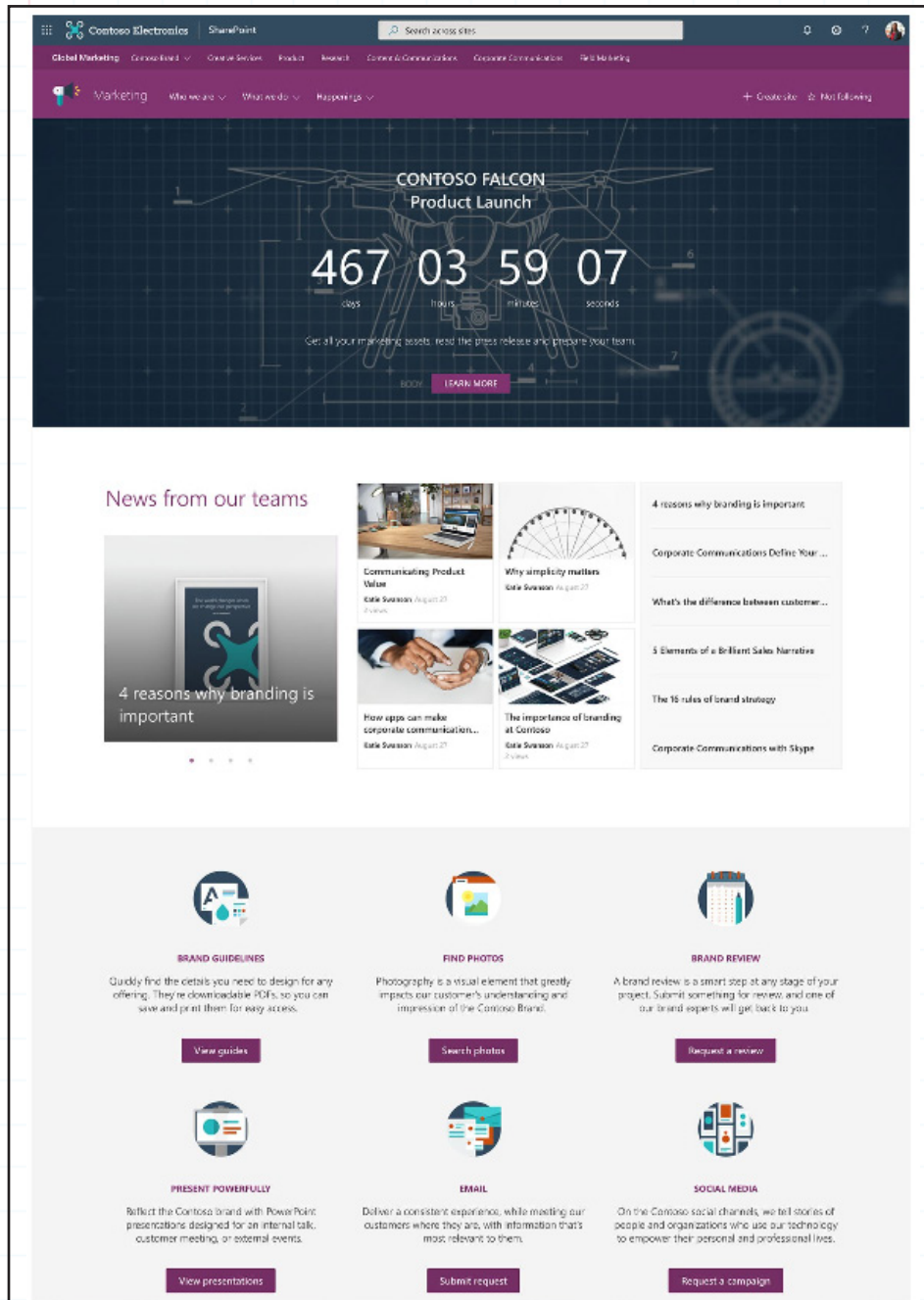
Compact



# Design Template: Marketing Hub

Branded news, Resources, Events

SharePoint Hubs let you organize your intranet and drive consistent branding. For example, the header, footer, and custom logo on this marketing hub site carry over to associated sites.



## Site Features:

- Custom company theme
- Section background
- Hub level mega menu
- Compact header
- Header background
- Custom site logo
- Footer

## Web Parts Used:

### Countdown timer

Full width

### News

Carousel, Hub News

### Image

Text over image

### Text

Custom RTE formatting

### Button

Center aligned

### Events

Filmstrip

### Hero

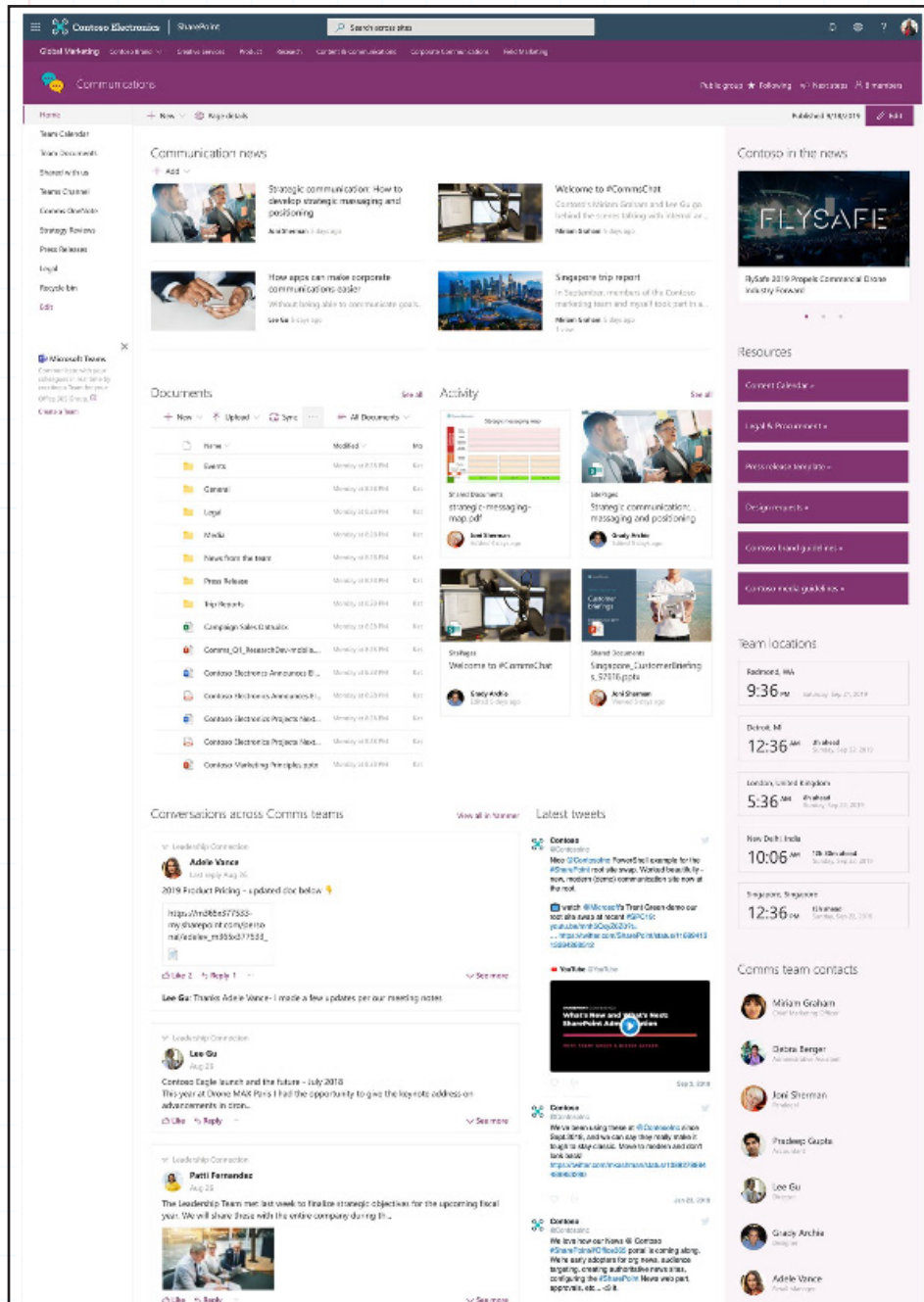
Full width, 1 tile



# Design Template: Team Communication Site

## Resources, Conversations, People

Here's a team site that's all about communicating and engaging with your teams through news, resources, conversations, and people.



### Site Features:

- Custom company theme
- Vertical section
- Section background
- Hub connected theme
- Custom site logo

### Web Parts Used:

#### News

Side-by-side

#### Document library

#### Site activity

#### Yammer

Conversations

#### Twitter

#### Quick Links

Filmstrip

#### Quick Links

Button, no icon, fill color, center aligned, two lines

#### World clock

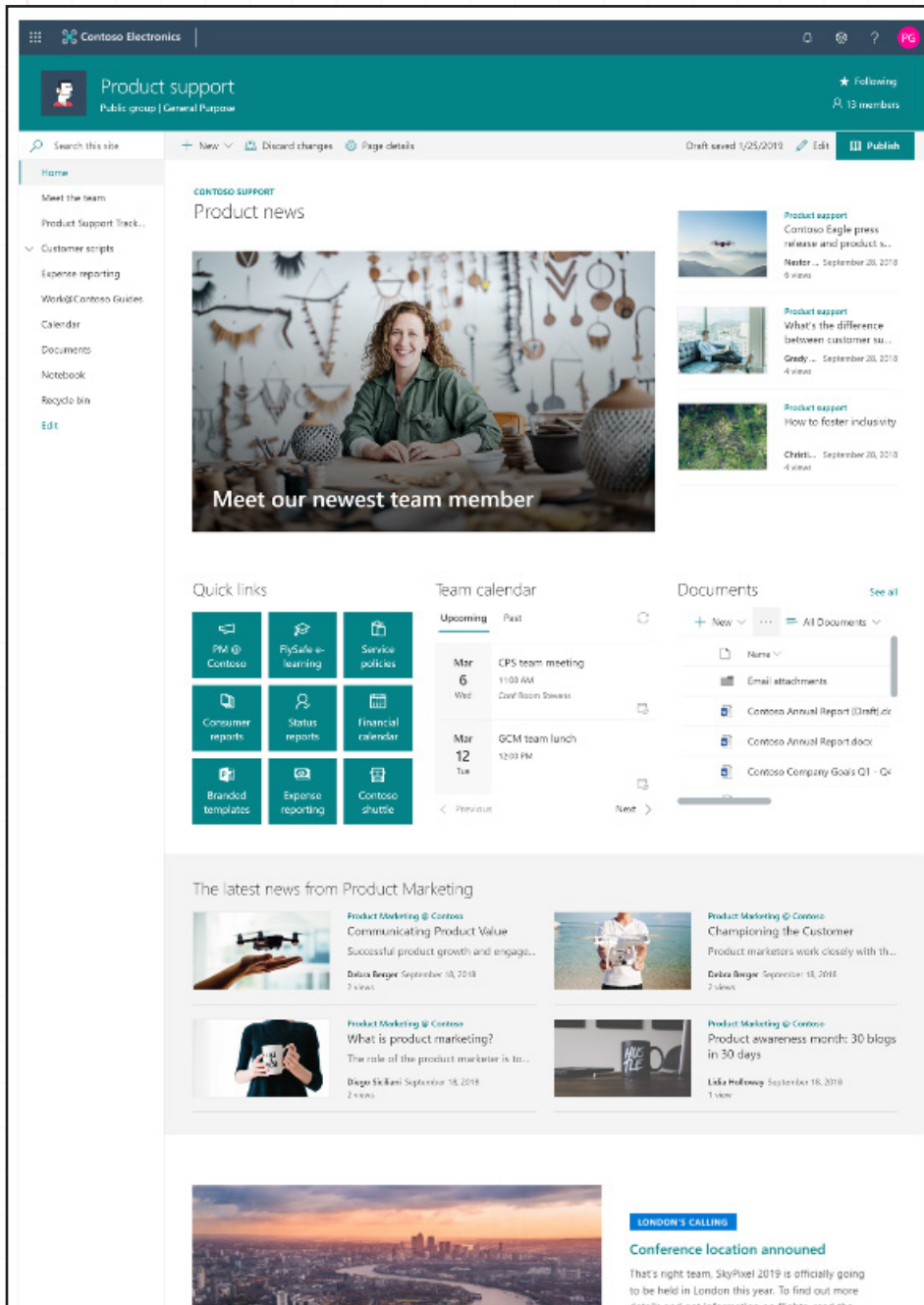
#### People

Compact

# Design Template: Collaboration Team Site

## Announcements, News, Collaboration

This template is an example of enabling collaboration at a team level. It has many parts including news, files, and team calendar.



### Site Features:

- Custom company theme
- Vertical section
- Section background
- Mega Menu
- Compact header
- Header background
- Custom site logo
- Footer

### Web Parts Used:

#### News

*Carousel, Side-by-side, List*

#### Quick Links

*Filmstrip*

#### Twitter

#### Yammer

*Conversations*

#### Image

*Text over image*

#### Countdown timer

#### Weather

#### World clock

#### Recent documents

#### Sites

*Compact*

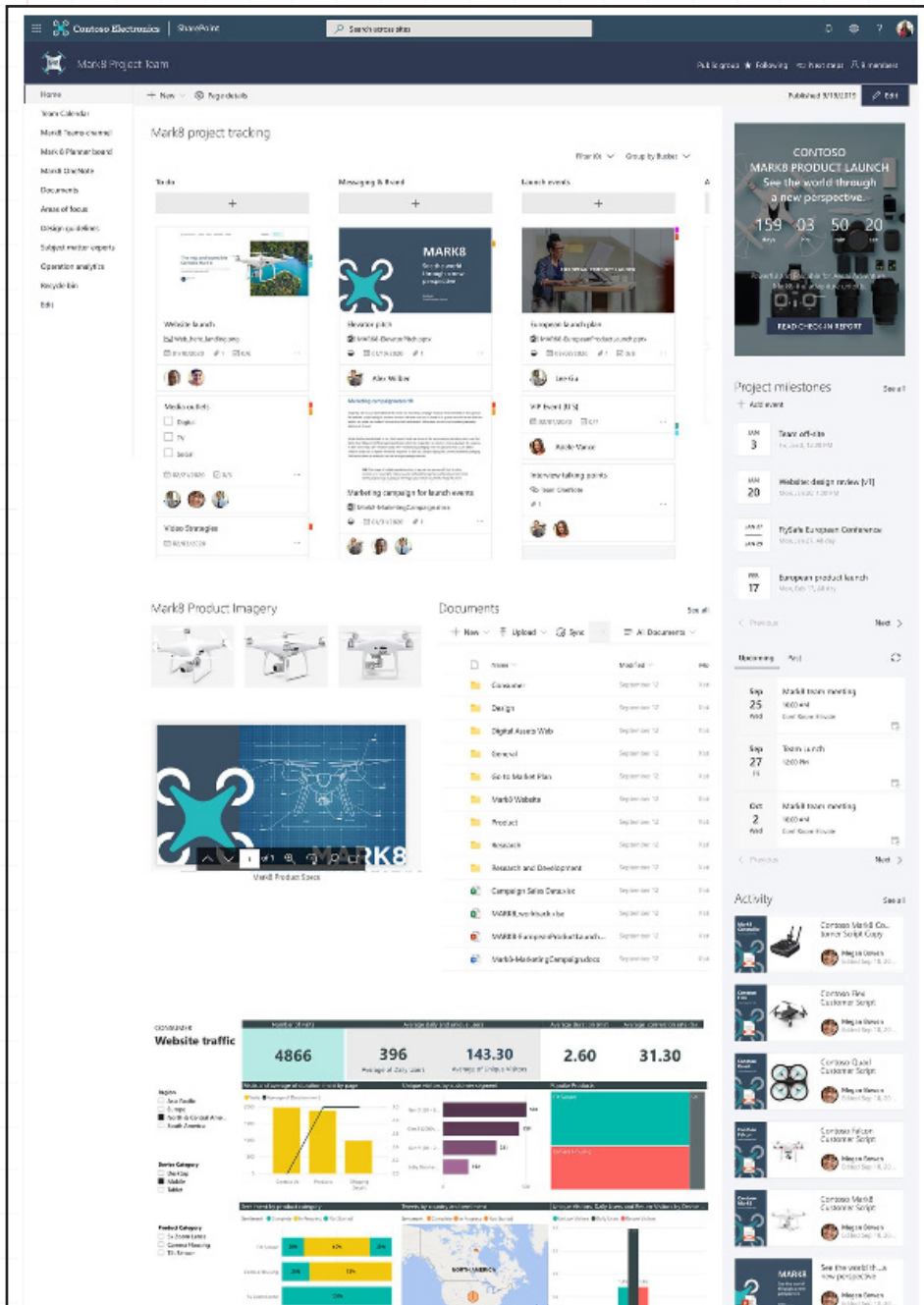
#### Highlighted content

*Grid*

# Design Template: Project Team

## Planning, Progress, Tracking

Using Planner and PowerBI along with other project-related web parts, this team site is all about the project -- from planning and progress, to tracking results.



### Site Features:

- Custom company theme
- Vertical section
- Section background
- Compact header
- Header background
- Custom site logo

### Web Parts Used:

#### Planner

Board display

#### Image Gallery

Grid, 4x3

#### File viewer

#### Document Library

Command bar off

#### PowerBI report

16:9 display, Navigation Pane off

#### Countdown timer

#### Events

Compact

#### Group Calendar

#### Highlighted content

Most recent docs custom filter

# Getting Started

## Are look book templates difficult to deploy?

Microsoft has made the deployment of look book templates incredibly simple, but just because it is simple it does not mean that everyone can deploy them.

First, you must be a Global Administrator to deploy look book templates, SharePoint Administrator permissions are not enough! This requirement alone will limit the users that can deploy a look book template to your Intranet. The next thing to remember is that when you deploy a template it creates a new Site Collection. Currently there is not a way to deploy a look book template to an existing Site Collection. This means that up front planning must be done if you intend to use look books to build out your Intranet.

Kiefer can help your organization plan for, build, and assist you in deploying an enterprise intranet. Contact Kiefer to learn more about the tools and best practices that can help you in building an engaging intranet experience for your organization.

