

## INTRANET BUSINESS CASE PLANNING

INTERACTIVE TEMPLATE

**Company Name:**

### Identify Your Stakeholders

Who are your decision makers?

Consider the power of each stakeholder and map out the level of investment for each group below.

Will your stakeholders generally struggle with the set-up of an intranet solution?

Yes

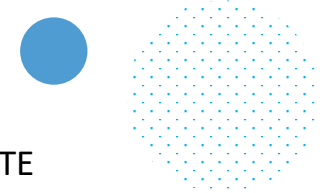
No

### What are their concerns?

Write down the specific concerns or questions each stakeholder category may have:

IT

Communications



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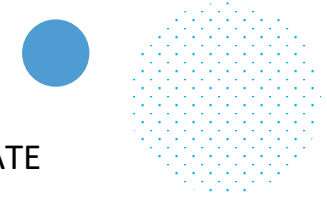
HR

Executives

### Assess Your Existing Intranet

What are the specific challenges/issues?

Outline specific challenges of your current intranet. Remember to list the features & functionalities that work well. Include these features in your business case.



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### Recognise Your Problems

What type/s of intranet issues do you have?

Tick the issues that you are facing with your current intranet/digital workplace.

- Low performance
- Errors when uploading content
- Inadequate search engine
- Problematic login system
- Low employee engagement
- Lack of collaboration
- Poor information sharing
- Declining usage
- System is difficult to use
- Out of date information
- Cannot demonstrate ROI

### Why?

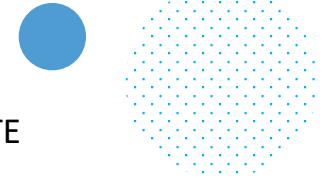
Use this section to note down why you think you have these problems. This will help you to understand how to improve your intranet and the opportunities you will face.

### Not Using an Intranet?

If you're not currently using an intranet, what systems do you use to make up for it. Note your answers below.

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### Establish Your Opportunity

What unmet need within your business could an intranet solve?

To define the opportunity for your intranet, you need to explore the business objectives or goals your intranet will support your business in achieving. Note these down.

### GENERAL OBJECTIVES

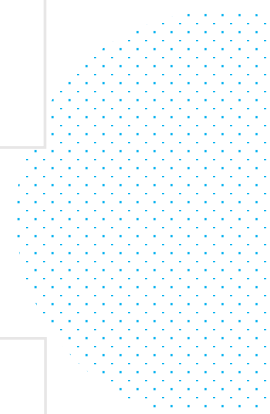
Eg: Internal Communication, Employee Retention etc.

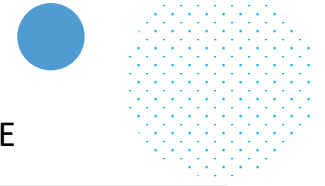
### SPECIFIC OBJECTIVES

Eg: Enhance knowledge sharing by X%

### Identify Pain Points & Benefits

Break down your objectives by department and consider how an intranet will benefit each one.





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### Digital Workplace Requirements

What requirements does your project need?

Identify your goals in terms of technical aspects, usability, productivity and communication.

The Technical Aspect

Usability & Information Structure

Productivity

Communication & Cooperation

### Data Collection

How will your organisation measure success?

Consider the approach you're going to take to begin calculating the return and value to your business.

ROI

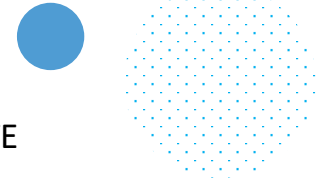
Cost Benefit Analysis

Total Cost of Ownership

Net Present Value

Internal Rate of Return

Notes



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### Prioritise Your Goals/Objectives

What objectives are the most important?

Narrow down your objectives to a list of 4 or 5. Consider which objectives your stakeholders are likely to consider the most important.


### Expected Business Impact

This is your chance to assign values to both your hard and soft measures.

Determine an objective and then answer the following questions:

How is it measured?

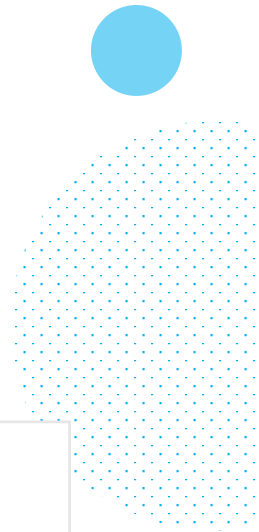
What is it now?

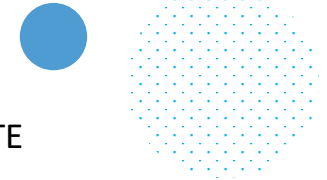
What would you like it to be?

What is the value of the difference?

What is the value over time?

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### Analysing Alternatives

Analyse each of your selected intranet vendors in line with your objectives. These will fall into 3 main categories:

Functionality – Consider the actual features

Cost-Benefit Analysis – Consider the investment

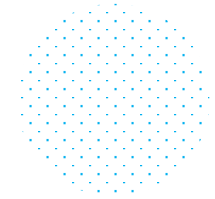
The 'X Factor' – Consider additional considerations

### Direct Costs

Consider your upfront and future costs. Note down your estimations with working.

### Indirect Costs

Consider how much your activities and resources will be that fall outside of the direct quote.



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### Assessing The Risks

What risks are involved in the project?

Use this step to note down what risks you've thought of and how to plan in case anything goes wrong.

### IMPLEMENTATION RISKS

Note down anything that may change from the original plan.

### OUTCOME RISKS

Refer to the business or technology needs.

### Make Your Choice

What intranet solution are you choosing?

**See how Oak can work for you**

**Book a demo**