



The Compass Guide to Building a Modern SharePoint Intranet

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INTRODUCTION

Intranets have evolved beyond simple document repositories to dynamic platforms that foster communication, collaboration, and engagement. Organizations that embrace modern intranets often reap substantial rewards, such as improved productivity and increased employee satisfaction.

This eBook is a culmination of insights gained from implementing SharePoint-based intranets across organizations of all sizes. We'll explore the essential benefits and strategic advantages of the modern intranet, how the Microsoft ecosystem can elevate your SharePoint intranet into a comprehensive digital workplace, and our process for developing an enterprise-grade intranet.

Whether you're building an intranet for the first time or looking to optimize an existing one, this guide will equip you with the knowledge to create a solution tailored to your organization's needs.



THE ESSENTIAL BENEFITS OF AN INTRANET

The foundational benefits of an intranet create a solid framework for a more connected and productive workforce. These are the building blocks for transforming your organization into a digital-first enterprise.

1. Internal Communications

Effective internal communication is the backbone of any successful organization. Without a centralized platform, communication can become fragmented, leading to misunderstandings, missed opportunities, and inefficiencies.

A modern intranet addresses these challenges by offering:

- Real-time updates that ensure employees receive important announcements instantly, reducing delays.
- A centralized communication hub that replaces the multiple emails or scattered messages with one intranet post.
- Integrated features like chat functions, forums, and discussion boards provide spaces for immediate feedback and collaboration.

2. Employee Engagement

Engaged employees are the lifeblood of any thriving organization. They're more productive, exhibit higher job satisfaction, and are less likely to leave. According to Gallup, companies with highly engaged employees outperform their peers by 147% in earnings per share.

A modern intranet fosters engagement by making employees feel connected and valued by offering:

- Interactive tools like polls, surveys, and social recognition programs encourage participation.
- A place for employee-driven content like blogs, team highlights, and shared success stories create a sense of community.



3. Collaboration

Collaboration can be a challenge, especially in large organizations where teams are distributed across multiple locations. An intranet provides a shared platform for teams to work together, regardless of distance or time zones.

Intranets can connect remote teams with the following tools:

- Shared workspaces that help teams to collaborate on projects in real time using tools like SharePoint libraries and Microsoft Teams integration.
- Document sharing to allow employees to co-author documents, reducing version confusion and back-and-forth emails.
- Centralized resources that foster knowledge sharing.

4. Enterprise Document Management

Easy access to up-to-date policies and procedures is critical for compliance and operational efficiency. Without a centralized document repository, employees may waste time searching for information or risk using outdated policies.

A modern intranet can provide these document management capabilities:

- A centralized storage location for all policies and procedures, accessible 24/7.
- Role-based access ensuring employees only see the documents relevant to them.
- Metadata and search functionality make it easy to find specific documents.
- Automate document lifecycle management, audit trails, and approval workflows to meet regulatory requirements.

UNLOCKING THE STRATEGIC BENEFITS OF AN INTRANET

While the essential benefits of an intranet lay a strong foundation, its strategic advantages have the power to truly transform an organization. From shaping company culture to supporting innovation, an effective intranet drives long-term success, fosters resilience, and creates a more engaged, collaborative, and productive workplace.

1. Transparent Company Culture

Transparency is a cornerstone of a strong workplace culture. An intranet can foster transparency by providing employees access to critical information, updates, and performance metrics, ensuring alignment across all levels of the organization.

Key features for transparency:

- Connect employees with leadership with executive updates in the form of blogs, videos, and newsfeeds.
- Provide employees access to data giving visibility into company performance and strategic goals.
- Disseminate consistent updates to ensure everyone is informed.

2. Employee Satisfaction and Retention

Employee satisfaction and retaining top talent is vital for organizational stability. An intranet can improve the overall employee experience, ensuring employees feel valued, supported, and engaged.

Employee experience improvements with an intranet:

- Streamline onboarding with centralized materials, training, and team introductions.
- Easy access to training programs, HR services, helpdesks, wellness programs, and career growth opportunities.
- Recognition programs that celebrate milestones and achievements.
- Feedback mechanisms that gather insights through surveys, suggestion boxes, and regular feedback loops.

3. Remote and Hybrid Work Models

Remote and hybrid work models have the corporate intranet act as a virtual office, ensuring all employees can access resources, collaborative tools, and feel connected, regardless of location.

Intranet features for remote workers:

- Integrate with collaboration tools like Microsoft Teams and provide document co-authoring features.
- Mobile-friendly to ensure employees can access the intranet on any device.
- Community building through forums, virtual meeting spaces, and interest groups.

4. Corporate Memory and Knowledge Retention

Preserving institutional knowledge is critical for organizational continuity, especially when employees leave or retire. An intranet serves as a central repository for valuable documentation and best practices.

Knowledge retention tools:

- Wikis and knowledge bases capture expertise and make it accessible organization-wide.
- Document libraries that store critical files with tagging and version control for easy retrieval.
- Searchable archives to ensure past projects and records are preserved and easily located.

3. Business Continuity and Resilience

Whether it's a data breach or a pandemic, keeping the organization on track and ensuring employees are updated is imperative. An intranet plays a vital role in maintaining operations during disruptions such as natural disasters or global crises.

These features can help keep the organization connected and informed:

- A central place for real-time organizational changes or emergency protocols.
- Resource access to ensure critical tools and documents are accessible from anywhere.
- Store and share disaster recovery and continuity plans and procedures.

LEVERAGING THE MICROSOFT ECOSYSTEM

An intranet built on SharePoint is already a powerful tool, but integrating the broader Microsoft 365 ecosystem can elevate your intranet into a dynamic digital workplace. By leveraging tools like Microsoft Viva, Power Apps, and Power BI, you can enhance communication, collaboration, and decision-making across your organization.

Power Apps

Custom Power Apps can transform your intranet into a tailored solution that addresses your organization's unique needs. From resource booking systems to time-tracking tools, the possibilities are endless.

How to integrate Power Apps:

- Embed apps directly into SharePoint pages or Teams tabs to streamline data collection and workflows.
- Build tailored applications for specific business needs, such as vacation requests or performance reviews.

Power Automate

Repetitive tasks can drain productivity. Power Automate helps streamline these processes by creating workflows that automate approvals, notifications, and data transfers.

Use cases for Power Automate:

- Notify employees of upcoming deadlines via automated emails or Teams messages.
- Streamline approval workflows for document updates, leave requests, and expense claims.

Power BI

Embedding Power BI dashboards into your intranet gives employees real-time access to critical data, empowering them to make informed decisions.

How to use Power BI in your intranet:

- Track key performance indicators (KPIs) and project progress.
- Provide department-specific dashboards to highlight relevant metrics.

Microsoft Viva Connections

Microsoft Viva Connections brings your SharePoint intranet into Microsoft Teams, providing a unified experience where employees can access news, resources, and tools without switching platforms.

How Viva Connections enhances engagement:

- Personalized dashboards display relevant content based on an employee's role and interests.
- Employees can interact with intranet content directly within Teams.
- Highlight company news, events, and learning resources, ensuring employees stay informed and engaged.



Microsoft Engage

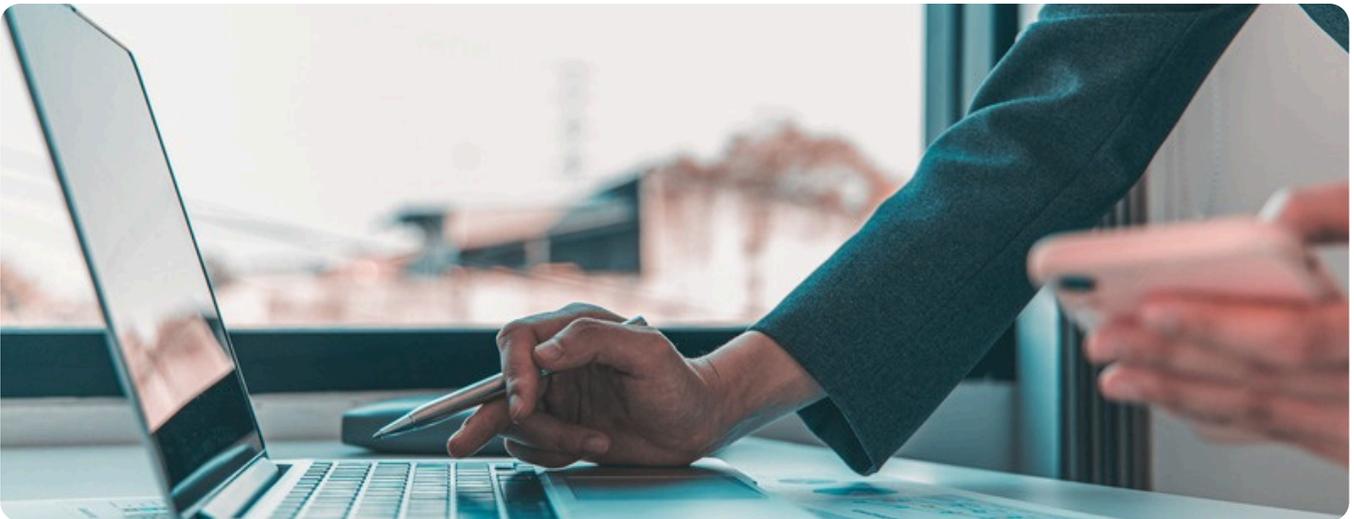
Microsoft Engage (part of Viva) enables open communication and collaboration across teams and departments. By integrating Engage into your intranet, you can foster meaningful connections and encourage dialogue.

Drive collaboration and communication with Engage:

- Build communities of interest for employees to share ideas and best practices.
- Enable threaded discussions and Q&A sessions within intranet pages.
- Embed Microsoft Engage web parts in your intranet to create active spaces for cross-departmental collaboration.

TRANSFORMING THE WORKPLACE WITH A MODERN INTRANET

A well-designed, modern intranet is no longer a luxury, it's a necessity. It's the central hub that connects your employees, streamlines your workflows, and drives your organization's culture forward.



Key Takeaways

Foundation of Success

An intranet provides essential benefits like improving internal communication, boosting employee engagement, enabling better collaboration, and enhancing document management.

Transformational Impact

Strategic advantages, like building transparency, supporting remote work, and retaining corporate knowledge, help organizations stay competitive and foster long-term success.

The Microsoft Ecosystem

Tools like Microsoft Viva, Power Apps, and Power BI can elevate your SharePoint intranet into a dynamic digital workspace.

Next Steps: Building or Optimizing Your Intranet

If your organization is ready to embark on the journey of creating or enhancing its intranet, here are some actionable steps to guide you:

1. Define Clear Objectives:

- What do you want to achieve with your intranet? Define specific goals, such as improving engagement, streamlining processes, or fostering innovation.
- Make sure goals are specific, measurable, and align with your company's objectives.

2. Assess Your Current Intranet:

- What's working? What isn't? Collect feedback to identify gaps and opportunities.
- Evaluate how well your intranet structure supports goals.
- Perform a content review to ensure it is aligned with current business objectives.

3. Leverage SharePoint and Microsoft 365:

- Take advantage of SharePoint's rich features and integrate Microsoft 365 tools to create a cohesive and powerful intranet.

4. Involve Your Employees:

- Involve end-users in the planning and design process to ensure the intranet meets their needs and drives adoption.

5. Focus on Continuous Improvement:

- Monitor intranet usage and engagement metrics to identify areas for improvement.
- Regularly update content and features to keep the platform fresh and relevant.

The Long-Term Vision

A modern intranet is more than just a tool, it's a foundation for building a connected, productive, and engaged workforce. By investing in the right technologies and strategies, you can transform your intranet into a driving force for organizational success.

START WITH STRATEGY

Partner with Compass365 to create a modern, dynamic SharePoint portal to communicate with your employees.

Compass365 has a proven program designed to get you up to speed on the modern SharePoint experience and launch a new, intelligent, and functional intranet your users will love.

Complimentary SharePoint Intranet Strategy Session

Every enterprise is unique, and so is your intranet journey. This free, consultative session is designed to help you gain clarity on your strategic goals and identify the right path forward for implementing a successful SharePoint intranet.

During this session we will:

- Collaborate to clarify your strategic goals, challenges, and desired outcomes.
- Provide a live demonstration of a modern SharePoint intranet.
- Showcase custom intranet customizations we've developed for enterprise clients.



Contact us today to schedule a complimentary SharePoint Intranet Strategy Session with one of our Solutions Architects.

ABOUT US

Compass365 has been delivering SharePoint and Akumina intranets and portals since 2007. Our proven program is designed to help you get your intranet up and running as quickly and efficiently as possible.

As a Microsoft Solutions Partner, we have delivered hundreds of Microsoft 365 projects with clients ranging from small non-profits to local and state government to F-100 global organizations.

Established in 2007

We are the Microsoft 365 collaboration solutions services division of General Networks.

Microsoft Solutions Partner

Competencies include Modern Work and Azure Digital & App Innovation.

Experienced Team

Our consultants hold over 12 Microsoft Certifications with an average tenure of eight years.

Client Focused

60% of our revenue comes from organizations we have done business with for 10+ years.

[Explore our Intranet Services](#)

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