



Intranet Tool Design

Project Timeline



Agenda

- **Overview**
- **Team Configuration**
- **Current Status**
 - **UXR + UXD**
 - **UID + Implementation**

Current Status

- **Design Phases:** Completed. Phase 1 and Phase 2 designs, along with the Request for Change (RCF) feature, have been finalized and handed over to the development team.
- **Development:** Ongoing. The development team is integrating the designed features and performing technical checks.

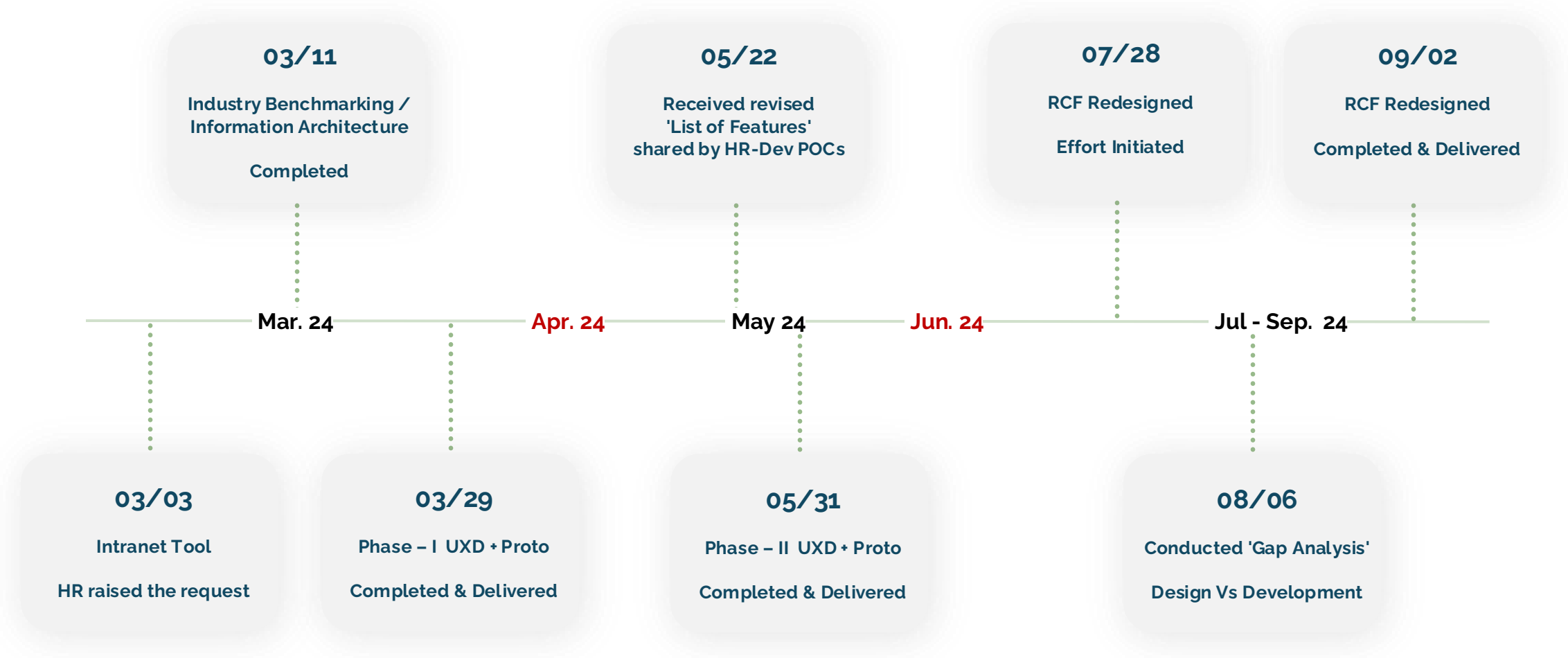
Challenges

- **Resource Limitations:** The development team is facing a shortage of resources, leading to slower progress in implementing the design features.
- **Technical Compatibility Issues:** Limited availability of skilled personnel to handle specific technical tasks and integration efforts.
- **Extended Development Timeline:** Due to the slow progress, the overall development timeline is extended, impacting subsequent phases like User Acceptance Testing (UAT) and final rollout.

Team

- **Project Manager** - Nandan Roy
- **Design Team** - Nandan Roy (Lead), Dhananjay, Pruthvi, Shobhit & Vinod
- **Dev Team** – Satya Kuchipudi (Lead), Ramphani

Project Timeline Overview



Industry Benchmarking

Overview

To understand the current intranet landscape and identify key features and best practices from both large and mid-sized companies.

Competitive Analysis of Large Companies

Benchmarked with large IT Orgs E.g. Infosys, IBM, TCS etc.

Identified key features:

- **Knowledge Sharing & Collaboration:** Global forums, knowledge databases.
- **Process Automation:** Integrated automation tools for routine tasks.
- **Employee Engagement:** Pulse surveys, peer recognition, wellness programs.
- **Learning & Development Integration:** Access to courses and skill-building tools.
- **Personalized Dashboards:** Customizable views with KPIs, project updates.

Research on Intranet Tools for Mid-Sized Companies

Compared with organizations with 50-300 employees.

Key findings:

- **Document Management & Centralized Storage:** Easy access and version control.
- **Employee Directory & Profiles:** Searchable directory to enhance collaboration.
- **Team Collaboration Tools:** Integrated chat and project collaboration spaces.
- **Task & Project Management:** Features for tracking tasks and deadlines.
- **News Feed & Company Updates:** Centralized space for company news and announcements.

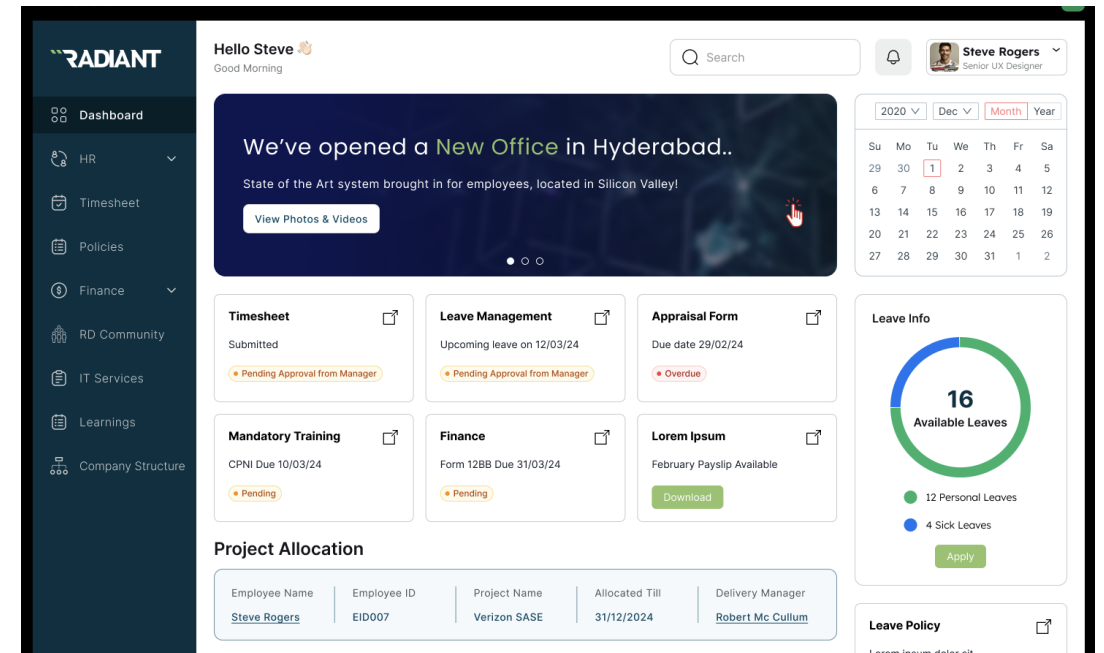
Q1: Phase 1 Design

Objective

To develop an initial design prototype for the intranet tool, based on initial assessment and the Information Architecture (IA).

Key Features in Phase 1 Design:

- **Document Management System:** An organized layout designed for quick access and efficient management of all documents.
- **Employee Directory with Detailed Profiles:** A searchable directory featuring interactive profiles with contact details and expertise areas.
- **Collaborative Workspaces:** Tools and spaces integrated for seamless team communication, project discussions, and shared tasks.
- **IT Task Management Dashboard:** A user-friendly interface for assigning, managing, and tracking tasks to boost team efficiency.
- **Company News and Updates Hub:** A central section dedicated to broadcasting company announcements, news, and events.
- **Function Wise Resource Center & Tools:**
 - **Finance:** A personalized portal for managing financial tasks such as tax declarations, Form 16, and more.
 - **HR:** A customized interface for handling HR-related processes, including leave management, onboarding, and offboarding.



[Design Link](#)

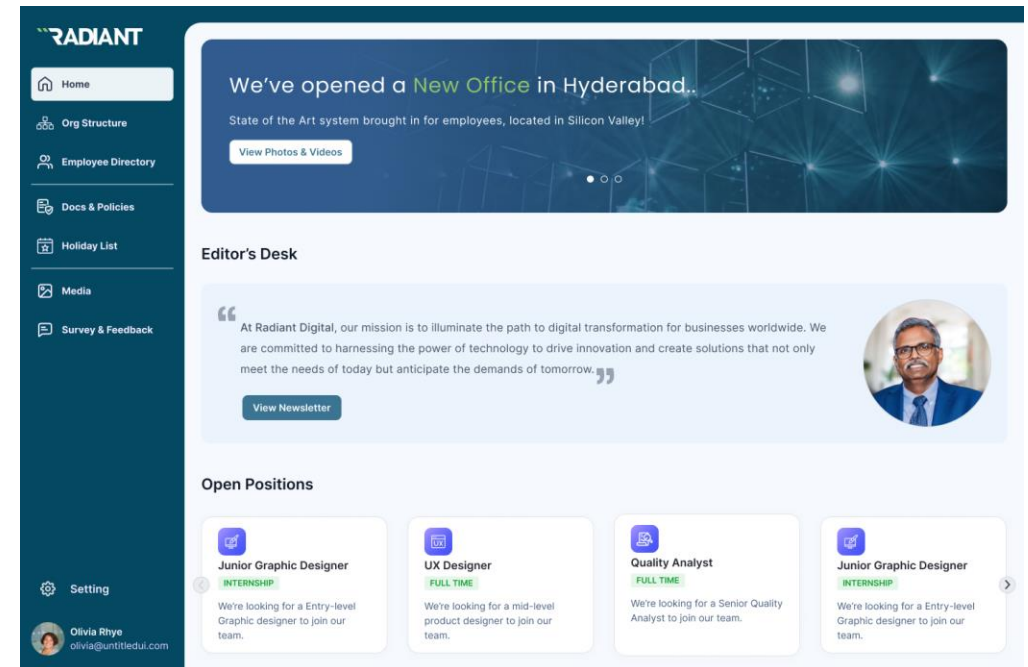
Q2: Phase 2 Design

Objective

To refine and pick a couple of features of the initial design based on updated requirements and feedback, ensuring alignment with new feature requests and technical feasibility,

Key Features in Phase 2 Design:

- Employee Directory
- Holiday List
- Documents
- Organization structure
- News & Announcements
- Survey & Feedback



[Design Link](#)

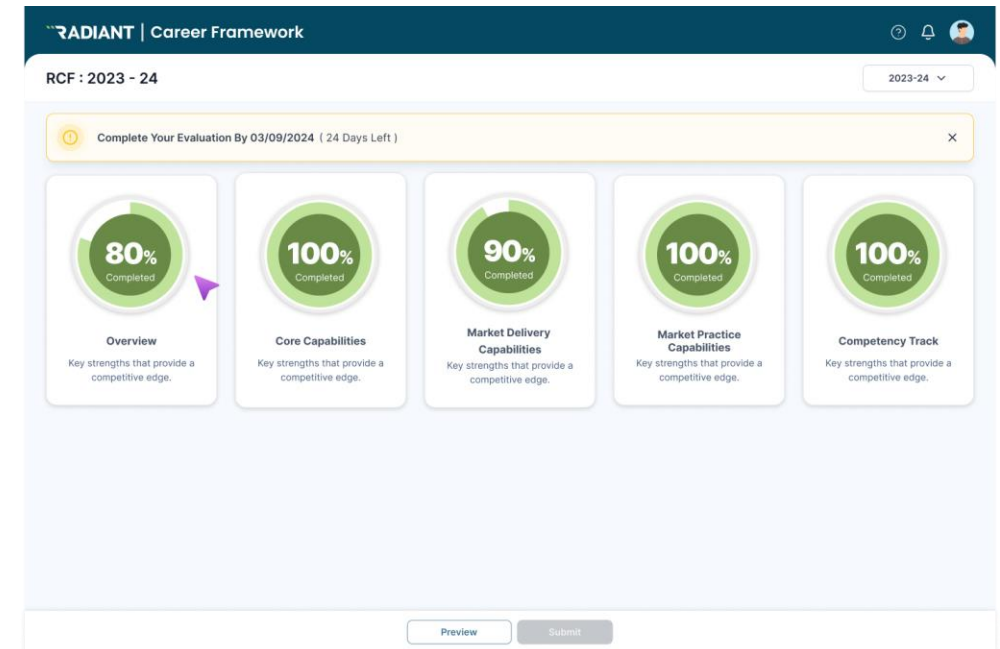
Q3: RCF Designs

Objective

To design and implement the RCF, incorporating feedback and ensuring it aligns with the updated intranet requirements.

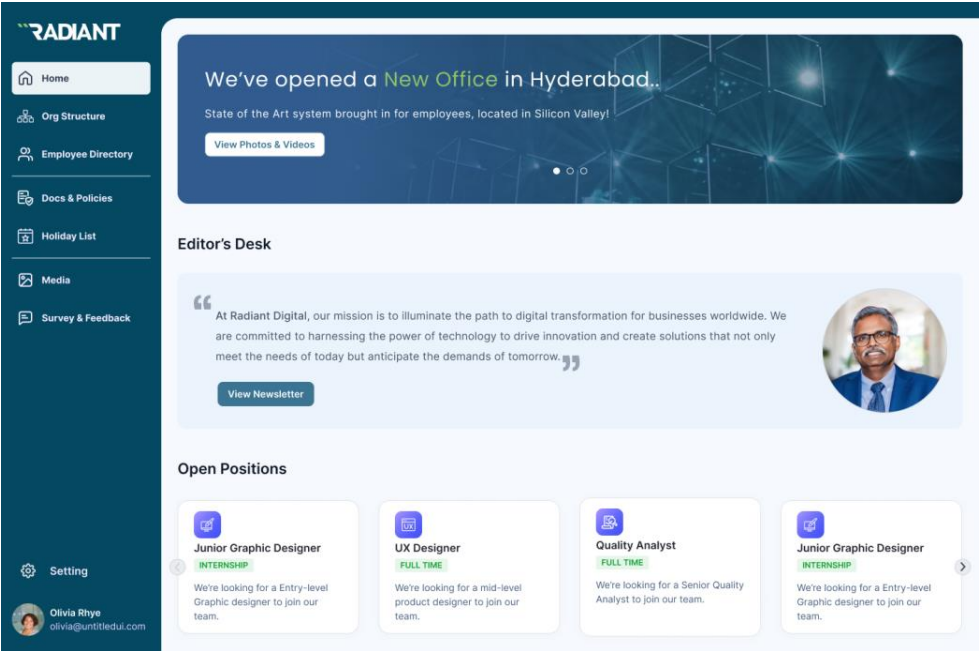
Key Features in Design:

- **Employee Dashboard:**
 - Serves as the central status page for users.
 - Provides a clear overview of progress at a glance, eliminating manual progress calculations.
- **Self-Evaluation Page:**
 - Designed to facilitate quick access to information without overwhelming the user, offering a straightforward, user-friendly experience.
- **Supervisor Dashboard:**
 - A dedicated dashboard for managing and overseeing team evaluations.
 - Displays a comprehensive view of Overall team status and individual progress of each team member.
- **Detailed Evaluation Page:**
 - Focused area for supervisors to evaluate team members.
 - Allows supervisors to:
 - View each employee's self-evaluation ratings and comments.
 - Cross-check and assess these ratings on a single page.
 - Designed to streamline the comparison and assessment process, enhancing evaluation efficiency.



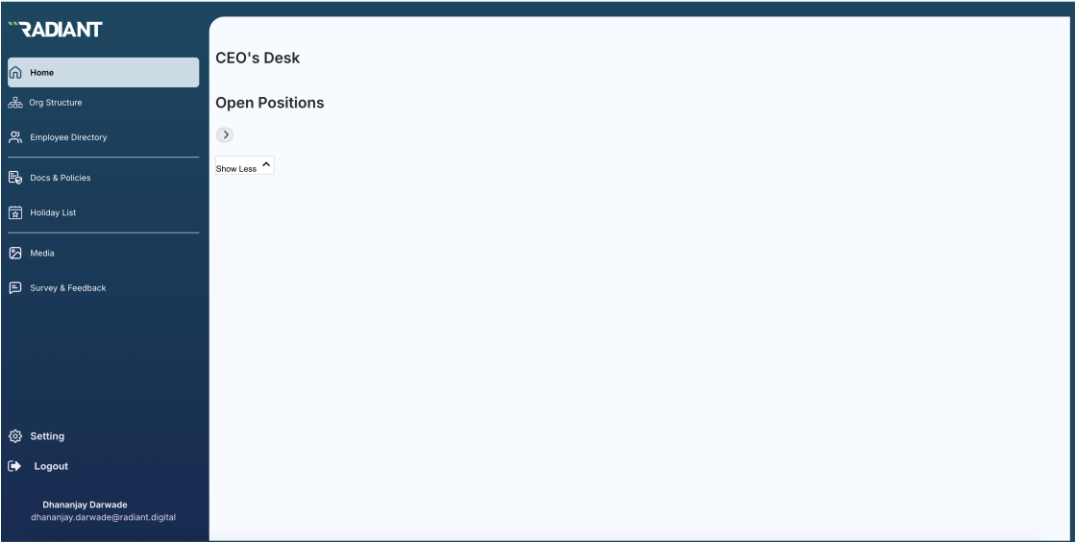
[Design Link](#)

Intranet & RCF Combined Flow



[Design Link](#)

Intranet Staging



[Design Link](#)

Thank You !!!

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