



# Architect Before Design: Laying the Foundation for a Corporate Intranet

NexGen Technologies, Inc. (NexGen) provides high-level IT services and solutions that help local, state, and federal clients across the nation improve performance, gain valuable intelligence, integrate mobile solutions, manage business productivity, and capture critical resource data.

NexGen needed to move their existing SharePoint platform to a new service provider. This move provided the opportunity to upgrade to an Office 365 environment and create an authentic intranet. The current intranet was structured like a glorified desktop folder and was not intuitive to the users.

*“Hindsight is 20/20, of course. Most want skip the architecting step, but Contentiful was adamant about structuring and laying the proper foundation before getting into the details of the project. We’re glad we followed that advice.”*

— Sandy Hoelsken, Operations Manager



## USE CASES

Project Planning, Site Mapping, Site Structure, Creative Concepting, Site Mockups, Identity Access Management



## TECHNOLOGIES

Microsoft Office (Word, PowerPoint) , Office 365 SharePoint



# Building on a solid foundation

To make the intranet user-friendly, NexGen wanted the landing page to be more streamlined. The site collection would be built on five functional areas, which ultimately became the navigation buttons on the intranet home page.

First, Contentiful developed a **Master Project Plan** with the operations manager to identify project tasks, deadlines, and resource allocations. The team created a dynamic project plan on the SharePoint platform for easier collaboration.

NexGen already had a website user's manual, so we didn't have to reinvent the wheel. Contentiful created a basic style for the intranet site but maintained the branding from the public-facing website.

## Seeing is almost believing

Next, Contentiful prepared a **Site Structure Plan** showing the organization of the entire site collection and each sub site. Collaborating with the operations manager, Contentiful also identified permission levels and the relevant content for each site (i.e., SharePoint lists and libraries).

After establishing the basic intranet foundation, Contentiful created a high-fidelity proof-of-concept to show stakeholders, management, and site owners a visual representation of what to expect. The proof-of-concept also illustrated dynamic interfaces and navigation.

Feedback from the site owners was very positive and encouraging. The consensus was that the new site was clean, simple, and easy to use. #Success!



# Intranet site structure planning and development

## NexGen SharePoint Intranet – Site Structure



### Top-Level Site Structure

NexGen's decision to migrate to SharePoint 2013 presents an opportunity to **restructure** sites and **reorganize** (or archive, if necessary) content.



The top-level, home landing page will become **more streamlined** with only five (5) key areas from to select.


The responsibility of the respective sites' maintenance has been identified in the far-right column.

The **NexGen SharePoint site collection** will be built upon a foundation of five key areas:

- 1 CORPORATE**
  - Management & Operations
  - Infrastructure
  - Recruiting
  - Quality (ISO)Operations Manager
- 2 EMPLOYEE SERVICE CENTER (ESC)**
  - Communications (calendar, employee contact list)
  - NexGen HR (forms, timesheets, leave/vacation)
  - NexGen Sub-Contractors AreaOperations Manager
- 3 CUSTOMER SERVICE CENTER (CSC)**
  - Customer Sites
  - Active Contracts (invoices, status reports, deliverables, contract documents)Office Manager  
Accountant  
Contracts Administrator
- 4 VIRTUAL PROPOSAL CENTER (VPC)**
  - Management Center
  - Development (individual proposal sites)
  - Proposal Asset LibraryProposal Manager
- 5 PROJECT TEAM CENTER (PTC)**
  - Communications (calendar, project status, deadlines/deliverables)
  - Project Allocation
  - Project PagesProgram | Technical Manager



## Intranet proof-of-concept (Landing page)



**To demonstrate proof-of-concept:**

1. Hit F5 to start presentation.
2. Hit the right arrow to start slideshow.

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CORPORATE EMPLOYEES CUSTOMERS PARTNERS PROJECTS

### WELCOME TO YOUR NEW INTRANET!

MAKE THE MOST OF YOUR TIME HERE.

**Your Internal Guide To:**

- Company News, Updates, Announcements
- Tutorials, Step-by-Step Guides, How-To's
- Boilerplate Documents, Forms, Templates
- Content, Projects, Proposals
- ..And Much More!



**NexGen is its people!**  
From the most recent hire to the longest tenured employee, from senior management down the reporting structure, the people make it unique.

[Learn More](#)

#### Company News

**Aug 1, 2016** – NexGen is excited to announce that it has launched its new, improved, and rebranded website! Check it out here: [www.nexgeninc.com](http://www.nexgeninc.com).

#### Employee Spotlight

**JANE DOE, Java Developer** – NexGen is excited to spotlight its most recent team member! [Click for details](#).

#### Quick Links + Social

<b>Quicklinks</b> <a href="#">NexGen site</a> <a href="#">Replicon login</a> <a href="#">Insperity portal</a>	<b>Social Media</b> <a href="#">LinkedIn</a> <a href="#">Twitter</a> <a href="#">Facebook</a>
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**Questions/Concerns?** For questions or concerns about this site (or access to this site) please contact: [info@nexgeninc.com](mailto:info@nexgeninc.com).



# Intranet proof-of-concept (other site pages)

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CORPORATE EMPLOYEES CUSTOMERS PARTNERS PROJECTS

Welcome to the **Corporate Center**—designed and developed to create value and efficiency by streamlining business information and processes. Improving internal communication and providing access to relevant corporate information are the cornerstones of this area.

**OPERATIONS**

**KNOWLEDGEBASE**

**RECRUITING**

**QUALITY**

**CORPORATE QUICK LINKS**

- Corporate Calendar
- Organizational Charts
- Proposal Center
- IT Support
- Document Library
- Smart Navigator
- Job Descriptions
- Current Job Openings

**QUESTIONS ABOUT THIS SITE?**

- Sandy Hoetsken
- [Sandy.Hoetsken@nexgeninc.com](mailto:Sandy.Hoetsken@nexgeninc.com)
- Kamal Tamton
- [Kamal.Tamton@nexgeninc.com](mailto:Kamal.Tamton@nexgeninc.com)

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CORPORATE EMPLOYEES CUSTOMERS PARTNERS PROJECTS

**EMPLOYEE SERVICE CENTER:** Your one-stop source for fast answers and assistance. It's a hub of activity for all things important to you as a NexGen employee. Use this area as your gateway to information about benefits, payroll, vacation, contact lists, and more.

**EMPLOYEE SPOTLIGHT**

**JANE DOE: NEXGEN CORPORATE, TECH TEAM**  
Jane Doe, NexGen's new-but-seasoned Java Developer, is a master coding machine. One of Jane's distinguishing knacks is her fervor for tinkering with the latest apps. [Learn more >>](#)

**COMMUNICATIONS**

**HUMAN RESOURCES**

**HELPFUL HINTS • QUICK TIPS**  
Timesheets must be submitted on the 15<sup>th</sup> and 30<sup>th</sup>/31<sup>st</sup> of each month—[click here to fill out your timesheet.](#)

**POPULAR SELF-SERVE AREAS**

- View Vacation Calendar
- Request Time Off
- Employee Contact List
- Forms Library
- Timesheet Instructions
- Intranet Access Request
- Current Job Openings

**QUESTIONS ABOUT THIS SITE?**

- Sandy Hoetsken
- [Sandy.Hoetsken@nexgeninc.com](mailto:Sandy.Hoetsken@nexgeninc.com)
- Barbara Patton
- [Barbara.Patton@nexgeninc.com](mailto:Barbara.Patton@nexgeninc.com)
- Kamal Tamton
- [Kamal.Tamton@nexgeninc.com](mailto:Kamal.Tamton@nexgeninc.com)

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CORPORATE EMPLOYEES CUSTOMERS PROPOSALS PROJECTS

**PROPOSAL CENTER:** This area is a dedicated workspace for proposal, business development, technical, and support staff to use when developing proposals and managing associated activities. The proposal center provides an environment for team members to perform assignments more effectively and have access to proposal information 24/7, regardless of their location.

**MANAGEMENT CENTER**

**ASSET LIBRARY**

**PROPOSAL WORK SITES**

**QUESTIONS ABOUT THIS SITE?**

- Donna Creason
- [Donna.Creason@nexgeninc.com](mailto:Donna.Creason@nexgeninc.com)
- Sandy Hoetsken
- [Sandy.Hoetsken@nexgeninc.com](mailto:Sandy.Hoetsken@nexgeninc.com)
- Kamal Tamton
- [Kamal.Tamton@nexgeninc.com](mailto:Kamal.Tamton@nexgeninc.com)

**CURRENT PROPOSAL ACTIVITY**

Due Date	Description	Stage
07/25/2016	SPATS 2.0 O&M Support	Development
05/19/2016	GCDB Updates	Submitted
05/16/2016	GLORAS O&M Support	Submitted
08/29/2016	AzSB GWAC	Bid/No-Bid

**PROPOSAL ACTIVITY CALENDAR**

**NEXGEN** [in] [t] [f] Search...

CORPORATE EMPLOYEES CUSTOMERS PARTNERS PROJECTS

**CUSTOMER SERVICE CENTER:** Welcome to your service center! Click on your logo below and access to your customized site designated for reviewing, tracking, and managing activities across several contracts and task orders. You can also monitor contract documentation and invoicing.

**BLM**

**Reclamation**

**National Park Service**

**Fish & Wildlife Service**

**Forest Service**

**USDA**

**ANNOUNCEMENTS**

**10/30/2016**  
Pellentesque eget efficitur. Vestibulum pellentesque elementum ante sit amet auctor.

**10/28/2016**  
Proin velit leo, consequat a scelerisque eu, interdum et lectus. Etiam scelerisque mollis lectus, ut tincidunt libero aliquet sed.

**10/14/2016**  
Lorem ipsum dolor sit amet, consectetur adipiscing elit. In cursus ipsum id ipsum auctor, nec pharetra neque suscipit.

**10/10/2016**  
Lorem ipsum dolor sit amet, consectetur adipiscing elit. In cursus ipsum id ipsum auctor, nec pharetra neque suscipit.

**QUESTIONS ABOUT THIS SITE?**

- Jackie Detling
- [Jackie.Detling@nexgeninc.com](mailto:Jackie.Detling@nexgeninc.com)
- Sandy Hoetsken
- [Sandy.Hoetsken@nexgeninc.com](mailto:Sandy.Hoetsken@nexgeninc.com)
- Kamal Tamton
- [Kamal.Tamton@nexgeninc.com](mailto:Kamal.Tamton@nexgeninc.com)

Let's connect

