NEXGEN

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

SharePoint

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 Area

Operations 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 Library

Proposal Manager

⑤ PROJECT TEAM CENTER (PTC)

- Communications (calendar, project status, deadlines/deliverables)
- Project Allocation
- Project Pages

Program | Technical Manager

Intranet proof-of-concept (Landing page)

Intranet proof-of-concept (other site pages)

Let's connect