

Intranet project planning checklist

PROJECT LEADERSHIP

- Who is the Intranet Business Sponsor for your company?
- Who is PM'ing the project?
- Has the Intranet Project Lead worked on rolling out a cross company project before?
- Has the Intranet Project Lead booked off their calendar so that they can provide 100% support on the project?
- Does senior management know about this project?

CONTENT

- Is there an existing intranet(s)?
- Does the navigation structure of the existing intranet need to be overhauled or tweaked?
- Have you completed an inventory of the content that you would like on the new intranet?

MEETING AND TRAINING LOGISTICS

- How many people will need to be trained?
- Will different stakeholders need different types of training? E.g. champion versus basic training
- Do you have a training room where each individual will have their own workstation?
- Will any training sessions need to be conducted remotely?

LAUNCH PLANNING

- Is there someone internally who is coordinating the launch communications?
- Are you planning a phased (pilot) launch or company wide launch?
- When are you planning to launch your new intranet to the entire group of users?