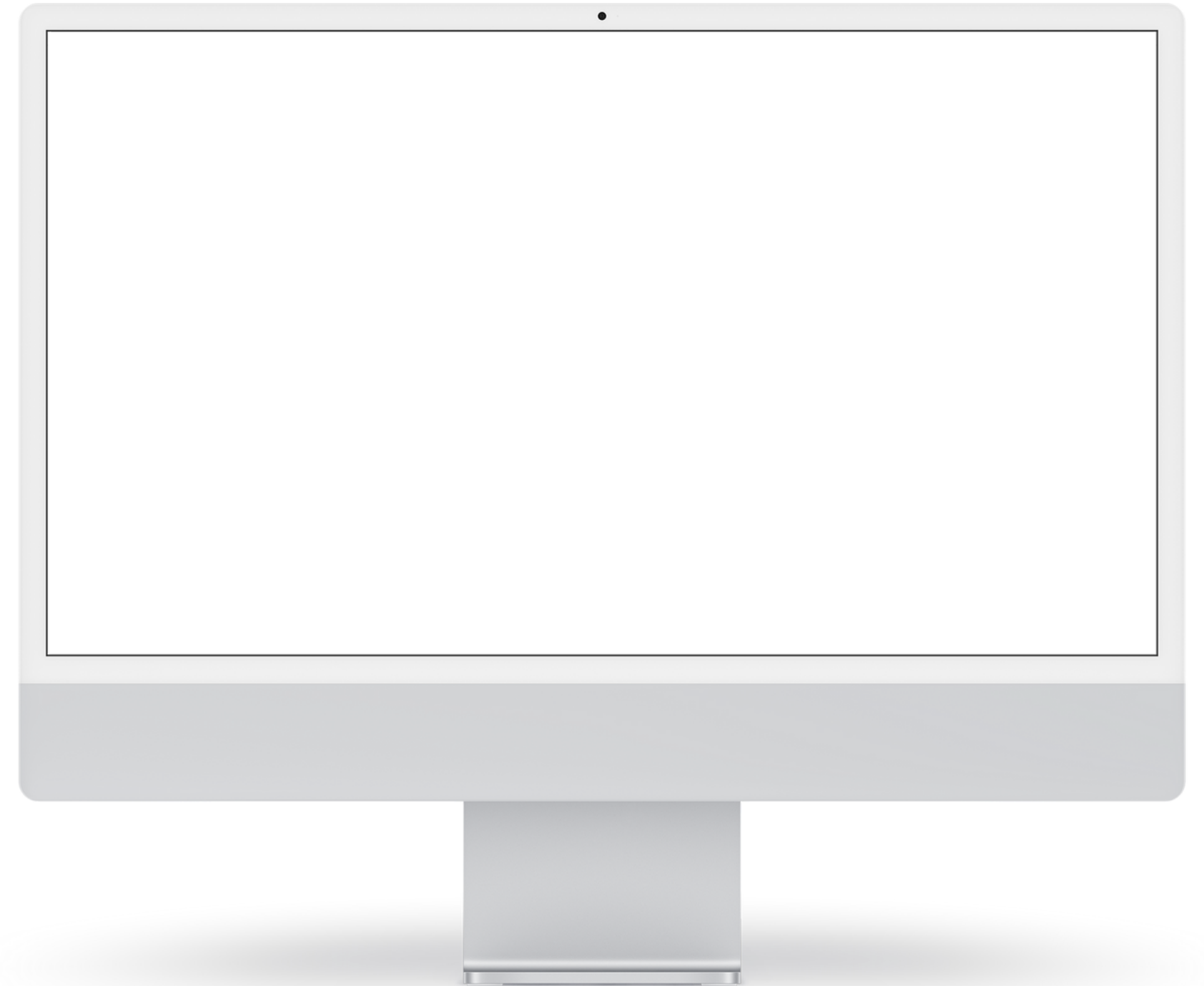**DATE**
2022–11

DESIGNER
MELISSA HUANG

SHAREPOINT SITE PLAN

Agile project plan for website improvement.

PROJECT

Key Goals

01

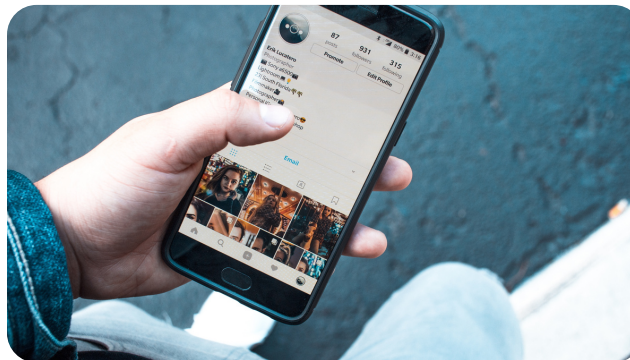## Centralize Information and Communications

An intranet serves as a centralized platform, allowing employees to access vital information, documents, and resources in a one-stop-shop. It also facilitates effective communication by offering channels for announcements, news updates, and internal messaging systems.

02

Enhance Collaboration and Knowledge Sharing

Team members can work together on shared documents, contribute to discussion, collaborate on tasks easily, irrespective of location or department.

03

Engagement and Empowerment

We can provide platforms for employee recognition, feedback, and participation. It can include directories, profiles, and other functionalities to foster a sense of community and connection.
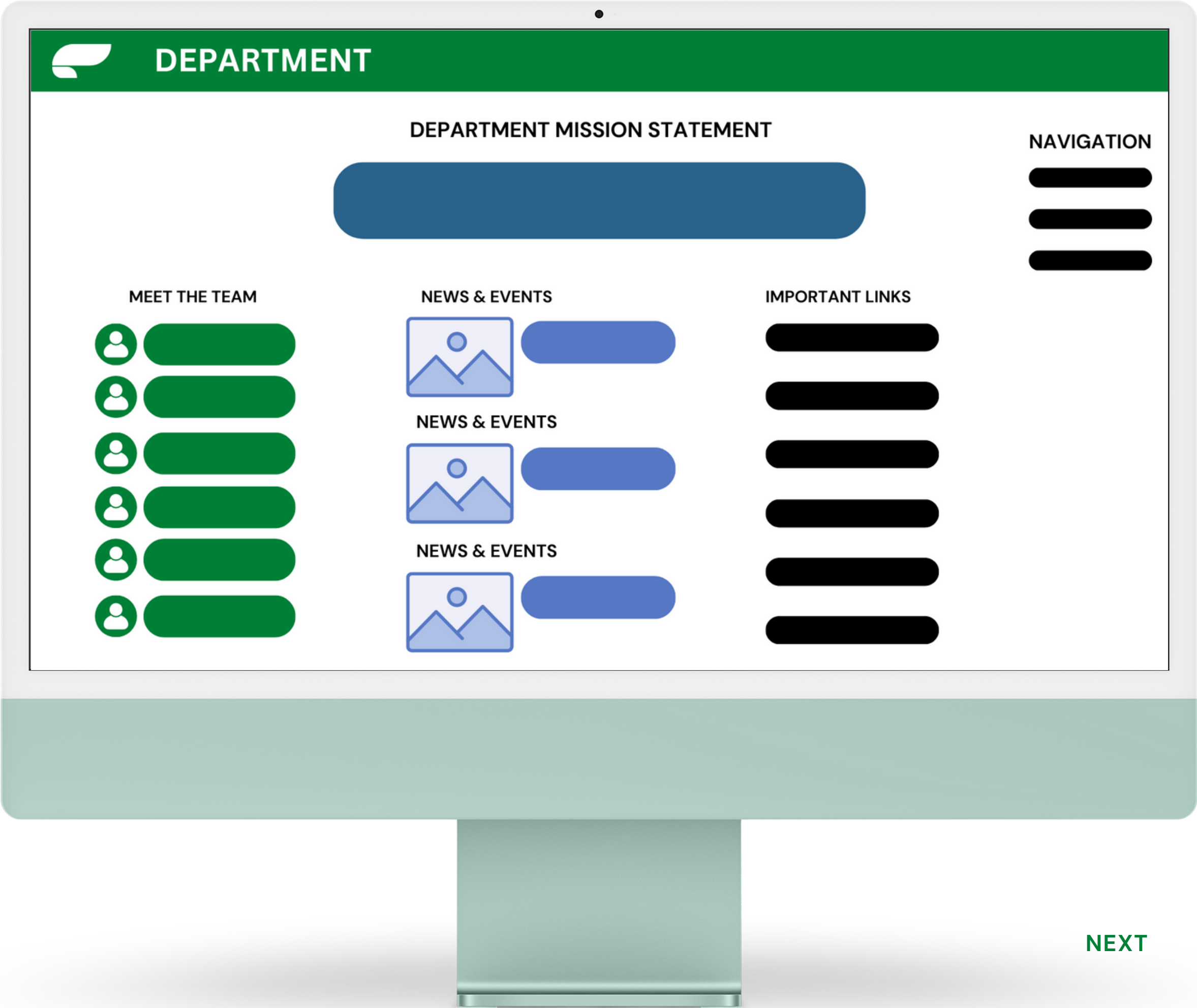
Mockup 1

This mockup focuses on the people first, and identifies the key resources (important links, news and events)

NEXT

Mockup 2

This mockup first introduces the department mission statement (useful for ambiguously-defined departments), and stacks information in vertical columns

Product Roadmap

Teams	Week 1	Week 2	3rd Quarter	4th Quarter
People Development	Vote on Mockup	Add Personal Pics and Bios		
Learning and Development	Implement Template Layout	Add Page Content Check File Permissions		
VP People Dev			Final Approval	Send Announcements