

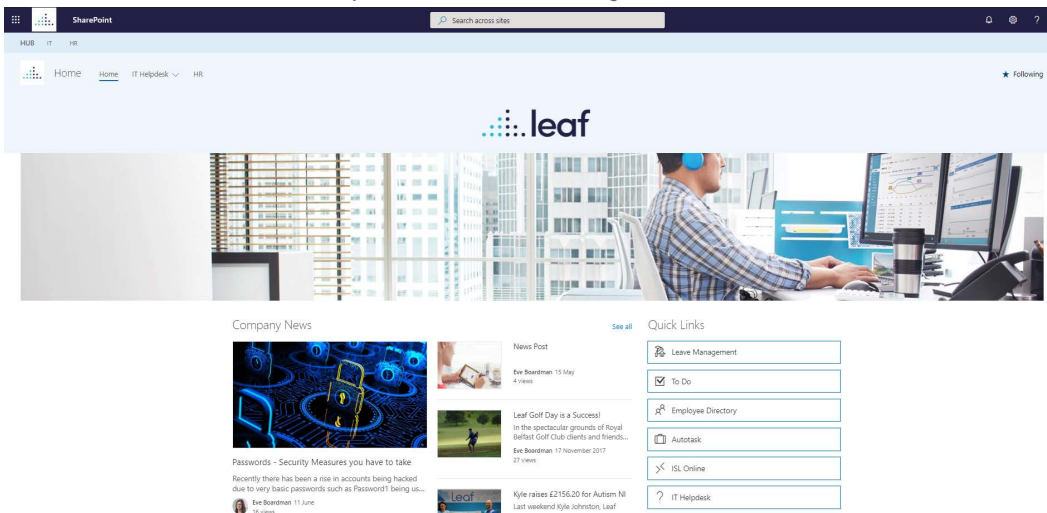
# Company Intranet Package

Successful company communication



SharePoint delivers a space where your users can catch up on the latest company news and events while also collaborating on documents with colleagues. Custom forms will allow users to quickly submit requests for information from other departments and all of this can be accessed from wherever they are, across multiple devices.

This solution will give you a starting point to deliver a robust communication and collaboration platform for your business to drive efficiency. Once setup, your solution can grow to encompass more and more business processes to make your business life easier.



**Leaf Company Intranet Package:**

One off cost -  
**£1500 + vat**

No additional costs if you have one of the following Office 365 subscriptions:

- E5
- E3
- E1
- Business Premium
- Business Essentials

**Office 365**

## What is included in the package?

**Home Page:** Landing page for users to browse up to date company news, upcoming events, company policies, quick access to important areas of SharePoint.

**News:** Keep your employees informed on recent company news. SharePoint facilitates the creation of clean, modern news pages for your users to interact with.

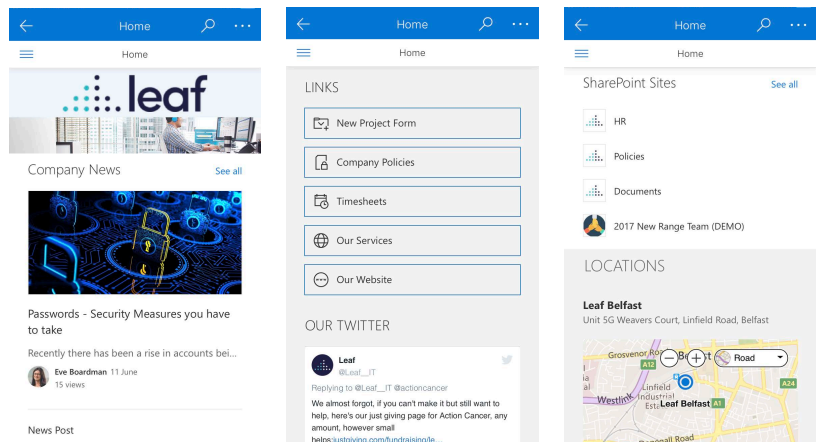
**Events:** Notify employees of upcoming events for the company, these can be business or social related, or both. It's up to you!

**Documents:** Add important documents for users to access from SharePoint.\*

**Staff Directory:** Organized by department or job role. Users can browse the staff directory to get more information on colleagues, including contact details.

**Security:** Security levels will be created to allow you to manage user permissions, ensuring access is only given where relevant.

**Training:** 1 hour training session for your SharePoint Champions. A user guide will also be provided, and accessible from your completed SharePoint site.



**Proven to Boost:**

- Communication
- Collaboration
- Accessibility
- Productivity
- Efficiency

\*This project bundle does not cover migrating a large body of files. To be scoped separately.

