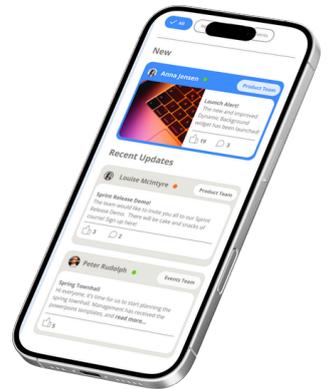


# Checklist

Before Choosing (or Switching)  
Your Intranet



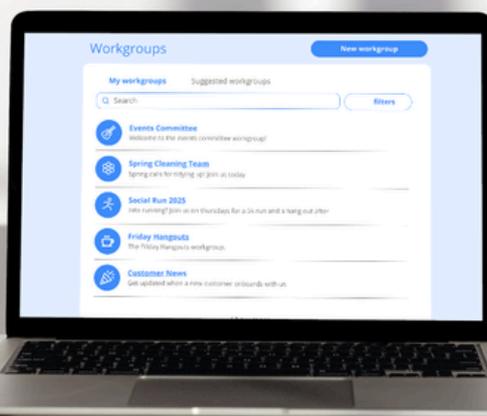
# 1. What is working - and what is not?

- Do you already have an intranet?
- What is it mainly used for?
- What do you like about it?
- What's missing or being underused?
- Is it easy to find information?



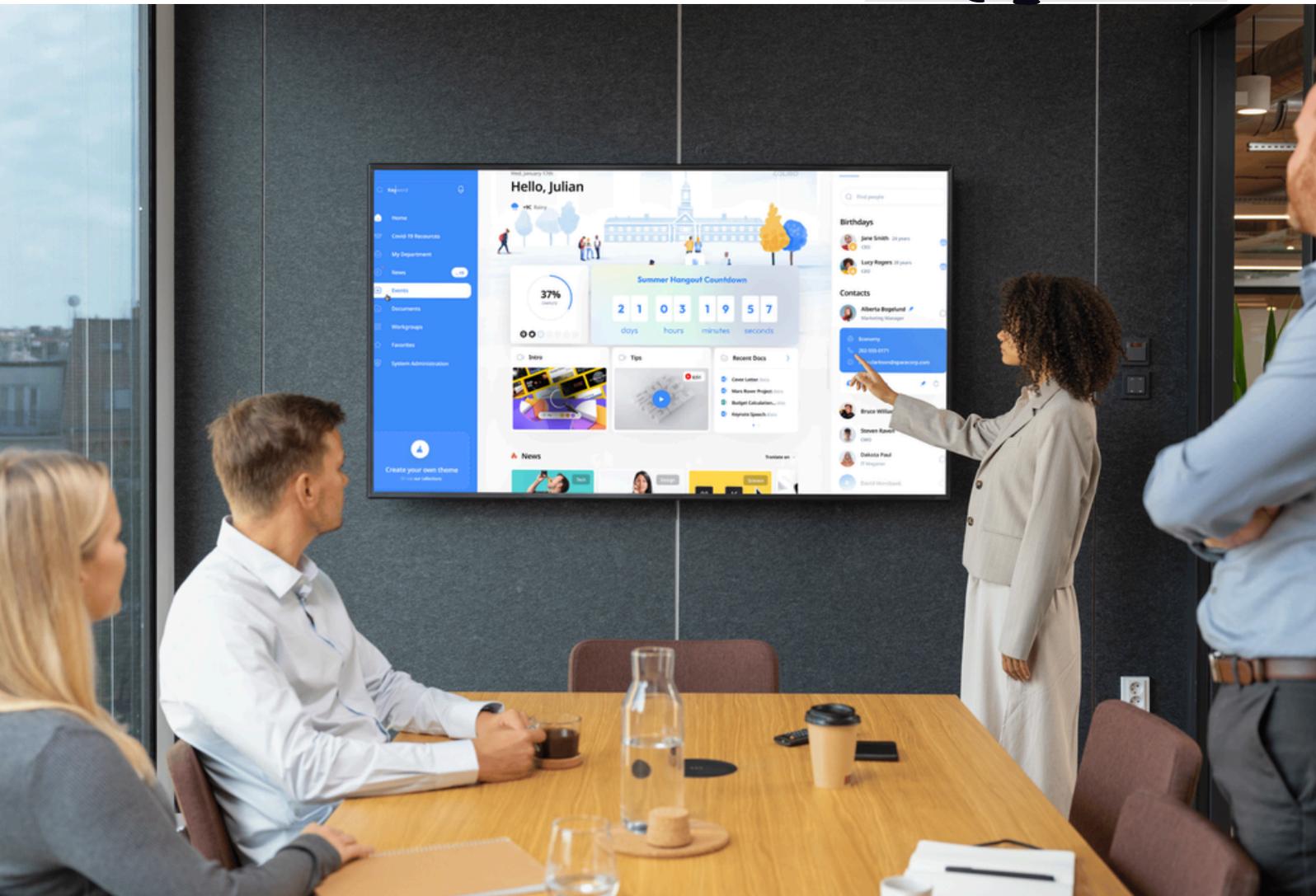
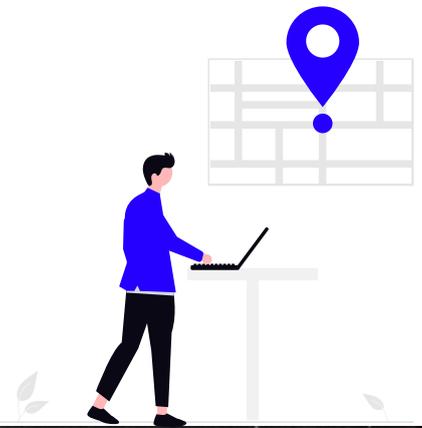
Employees still can't find what they need. Teams are buried in noise. Communication leaders are being held accountable for engagement and alignment without the infrastructure to deliver it.

yahoo!finance



## 2. What is your primary goal?

- Do you need an internal news platform?
- A collaboration space?
- A knowledge hub?
- A gateway to other systems?
- Or a combination of all?

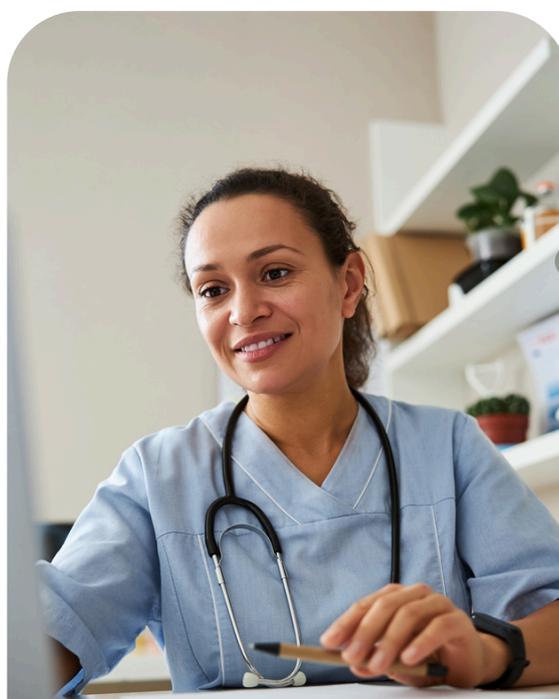


### 3. Who are your users – and how do they work?

- Are your employees office-based, field-based or a mix?
- Are they spread across different locations?
- Do you need multilingual content?
- Do all employees have easy access to digital tools?

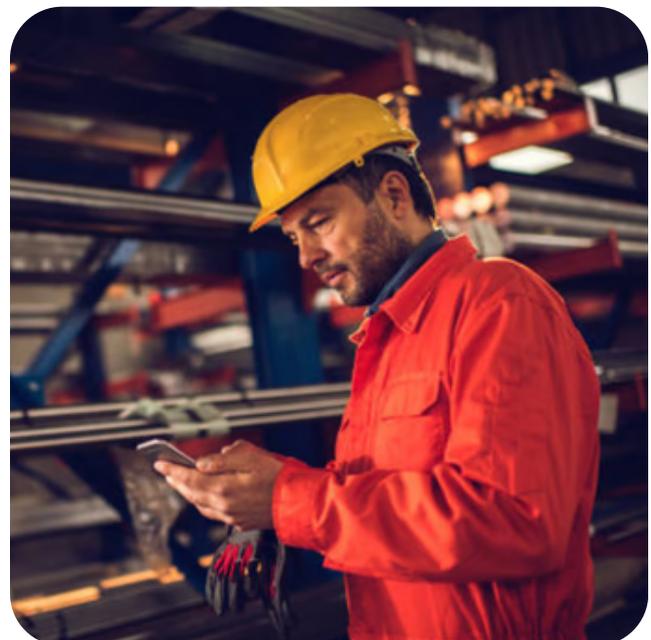
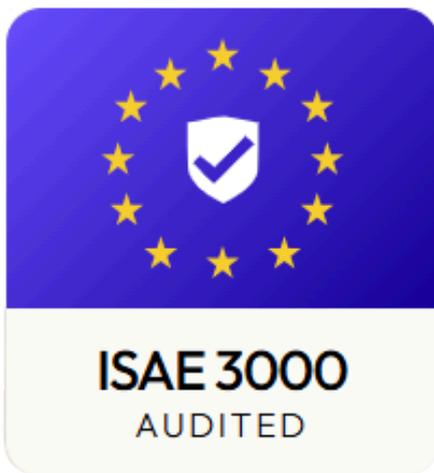
Connection and communities support employee wellbeing in hybrid work

Leikas 2024, 51–52



## 4. What are your security and access needs?

- Do you need role-based permissions or restricted sections?
- Should the platform support compliance (GDPR, ISO, etc.)?



## 5. How should it integrate with your existing tools?

Do you need integrations with Microsoft 365, HR systems, service desks, etc.?

Do you want Single Sign-On for smooth user access?

Context-switching while hopping back and forth between digital tools hampers productivity for 45% of workers

Cornell University

Workers report spending nearly one hour a day looking for information between collaboration, storage and messaging apps, and half of workers fear information will get lost in the shuffle.

Cornell University



## 6. What should employees be able to do themselves?

Should they be able to publish content, comment and engage?

Do you need news modules, forms, surveys or campaigns?

Scandinavian companies increasingly view digital tools not as a nice-to-have, but as a strategic part of their digital employee experience and well-being strategy

Nordic Health Report 2024



## 7. How will you measure success?

- Will you track usage, engagement and content reach?
- Do you have a plan for keeping the intranet fresh and relevant?

Measuring success is about turning assumptions into insights. At Kvadrat, early doubts quickly disappeared when the team began tracking adoption, engagement and usage patterns across departments.

Daily login rates of 69.78%, combined with clear activity levels from leadership to production, showed exactly how the platform supported collaboration, culture and knowledge-sharing across 28 countries and 45 locations.



## 8. Who needs to be involved?

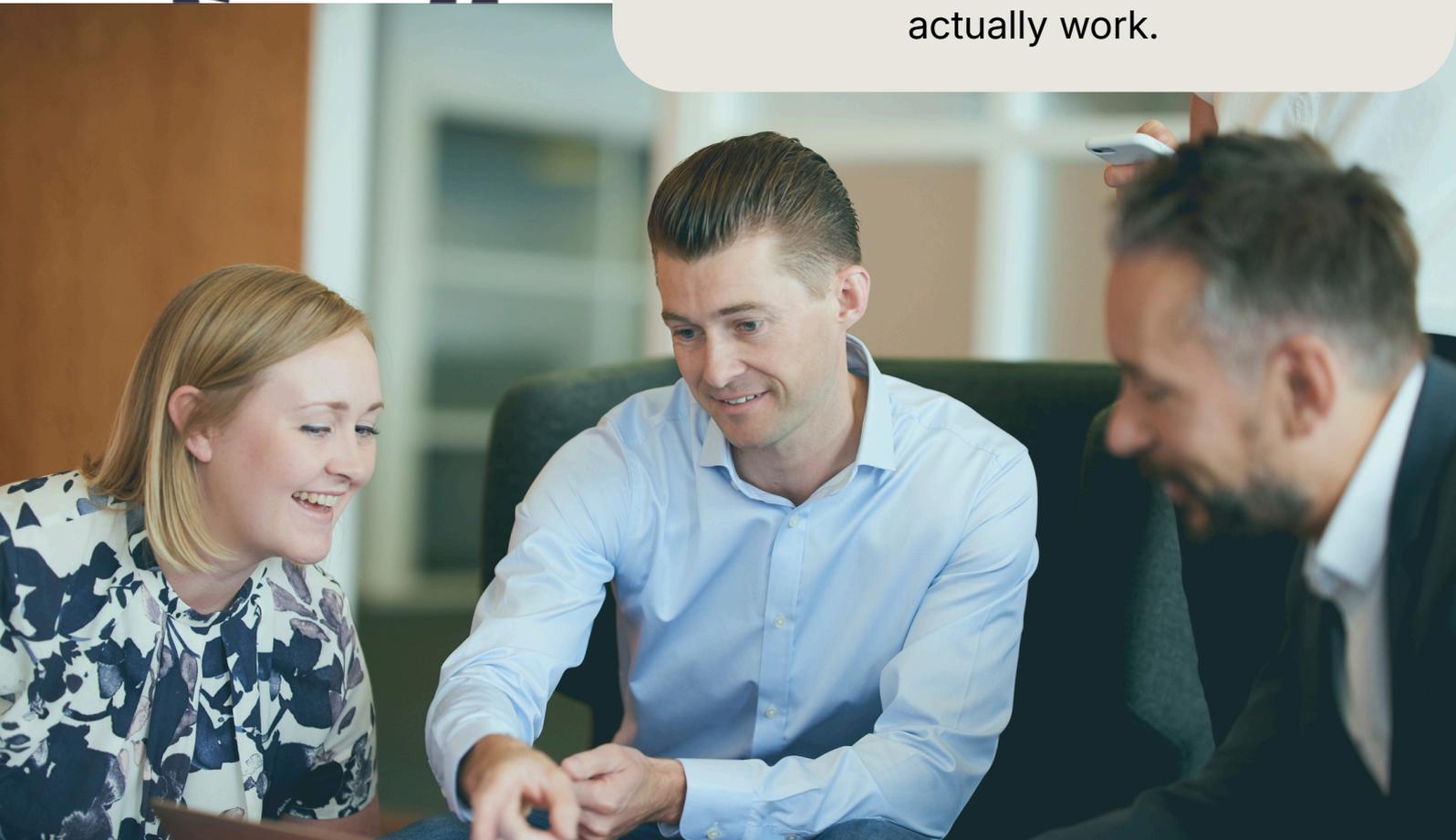
- Who are your internal stakeholders and key users?
- Should HR, Communications, IT and leadership all be part of the process?



A successful intranet is never an 'IT project alone.

It's a shared effort between leadership, HR, Communications, IT and the people who use the platform every day.

Studies consistently show that cross-functional involvement leads to higher adoption, stronger governance and better alignment with how employees actually work.



## 9. What's your ambition level?

Do you want to launch quickly with core features and scale later?

Or roll out a full setup from day one?

Do you have internal resources to manage the platform – or do you want support?





# Ready to turn your checklist

into real next steps?

Contact us today



Over 225,000 employees use Colibo as  
their digital workplace

