

INTRANET PLANNING WORKSHEET



Before you choose an intranet platform, it's essential to understand your organization's needs, priorities, and challenges. This worksheet will help you start that process. Take the time to answer each question honestly and completely – it's your first step toward making the right decision.

When you're done, send your completed worksheet to erick@stitchdx.com. Our team will review your answers, assess your current state, highlight key opportunities and gaps, and share strategic recommendations tailored to your goals.

Let's build a roadmap that works – for your people, your business, and your future.

1. Where Are You Now?

Where does your content live now?

- ☐ Microsoft 365
- ☐ Hybrid (Google / other)
- ☐ Unclear

2. Who Owns This?

Who owns the intranet today?

- ☐ IT
- ☐ HR
- ☐ Internal Comms
- ☐ Not sure

Do we have executive buy-in?

- ☐ Yes
- ☐ No – STOP. Get leadership alignment first.

3. What Does Success Look Like?

- ☐ Top-down comms portal
- ☐ Self-service resource hub
- ☐ Launchpad for digital workplace transformation

How will we measure success?

4. Governance & Compliance

How important is governance?

- ☐ Standard
- ☐ Strict / regulatory
- ☐ Flexible

Key concerns:

- ☐ Data residency
- ☐ Permissions
- ☐ Version control
- ☐ Other: _____

5. Personalization & Multilingual

- ☐ Multilingual support
- ☐ Regional or departmental personalization
- ☐ Basic, same-for-all content

6. Appetite for Change

- ☐ Fast win – minimal change
- ☐ Opportunity for broader transformation

7. Summary & Next Steps

Top 3 must-haves:

1. _____
2. _____
3. _____