**Intranet Kick Off Action List**

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| **Action** | **Assigned to** | **Due Date** |
| Objective(s) for go-live |  |  |
| Executive buy-in and participation – blog posts, forum discussions etc. |  |  |
| Launch date  |  |  |
| Develop launch plan (30/60/90 day plan) including communications and activities |  |  |
| Identify and appoint Site Administrators |  |  |
| Identify and appoint page content owners |  |  |
| Identify and appoint internal evangelists |  |  |
| Develop a site map including page Layout and navigation |  |  |
| Forums creation – teams – general – any moderation, distribute the Forum Use Guide |  |  |
| Identify and appoint the News/Blog administrator  |  |  |
| Document Exchange access and control – all company info or just selected files and who has access |  |  |
| Develop a post-launch adoption and participation plan  |  |  |
| Ongoing accountability for site content development and maintenance  |  |  |
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