**INTRANET SOFTWARE EVALUATION CHECKLIST**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Priority Area** | **Option 1** | **Option 2** | **Option 3** | **Option 4** |
| **Price** |  | $ | $ | $ | $ |
| Is the price all-inclusive? |  |  |  |  |
| Is it fixed? |  |  |  |  |
| Does it include ongoing support?  |  |  |  |  |
| **Set Up** | Is the intranet software easy to use?  |  |  |  |  |
| Can you easily set up the intranet without any great technical knowledge? |  |  |  |  |
| Is there help and support readily available?  |  |  |  |  |
| Is the intranet software customizable with your own brand?  |  |  |  |  |
| Does the intranet software utilize pre-built intranet templates?  |  |  |  |  |
| **Ongoing Management** | Can you easily add and delete users?  |  |  |  |  |
| Is it possible to set up permission rights and restrict access to sensitive information? |  |  |  |  |
| Is it a straightforward process to create, edit and delete content, images and videos?  |  |  |  |  |
| **Modules & Business Tools** | Does the intranet software have the right mix of tools & features to address the needs of your business?  |  |  |  |  |
| Are the modules and business tools inclusive or will you need additional plugins?  |  |  |  |  |
| Can you use the intranet software to create customized automated workflow processes?  |  |  |  |  |
| Can you bulk upload and download documents and data? |  |  |  |  |
| Is it possible to share documents and files internally and externally? |  |  |  |  |
| Does the intranet software allow for collaboration and joint working across the business?  |  |  |  |  |
| Are social intranet features inclusive with the software?  |  |  |  |  |
| Are news pages and blogs an integral feature of the intranet software?  |  |  |  |  |
| Does the intranet software incorporate features that will enhance employee engagement?  |  |  |  |  |
| **Security** | Is the provider responsible for ensuring the security of company data on the intranet?  |  |  |  |  |
| Does the intranet software incorporate advanced security features such as SSL? |  |  |  |  |
| Are you able to securely share files and information internally and externally?  |  |  |  |  |
| **Mobile Access** | Can the intranet be accessed remotely?  |  |  |  |  |
| Is the intranet software mobile responsive? |  |  |  |  |
| How well does the intranet software perform on smartphones and tablets?  |  |  |  |  |
| **Fit For Purpose** | Is the intranet software fit for purpose in your business?  |  |  |  |  |