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?				