



# INTRANET EVALUATION MATRIX

Fill out this scorecard to rate any intranet solution against the following key criteria:

	Poor	Fair	Good	Excellent	Notes
	0	1	2	3	
<b>1 Ease of Use</b>					
<i>How well would the solution support your brand identity? Will employees have an easy time finding information on this platform? Does it provide multiple layout options?</i>					
<b>2 Mobile Readiness</b>					
<i>Does the solution work well on smartphones and tablets? Is there a mobile application available?</i>					
<b>3 Navigation Controls</b>					
<i>Does it provide the option for multiple navigation options? Is it easy to update the navigation without the use of code? Will the platform allow visitors to access resources from other systems by supporting external URLs?</i>					
<b>4 Search Experience</b>					
<i>Will the solution provide a user-friendly search experience? Can results be filtered by search refiners? Can employees easily find other people through the search function? Can it tailor search results per audience?</i>					
<b>5 Personalization of Content</b>					
<i>Would it allow content authors to segment publications per various user groups? Does the solution support personalized content for employees on the home page?</i>					
<b>6 Forms and Workflow</b>					
<i>Does the platform support custom forms and provide workflow templates for users, accessible on desktop and on mobile?</i>					
<b>7 Content Management</b>					
<i>How easy is it for users to manage content on a web page and to add documents to a library? Can it auto-classify content?</i>					
<b>8 Usage Analytics</b>					
<i>Can the solution measure and provide reports on portal usage, glean insights like which content employees find the most and least relevant? Would it allow you to customize metrics?</i>					
<b>9 Private Workspaces</b>					
<i>Does the solution support private workspaces, and are these workspaces accessible via navigation and search?</i>					
<b>10 Connected Communities</b>					
<i>Would it allow you to create employee communities? Can employees access these communities on their mobile devices? Does it offer the option to make communities mandatory?</i>					
<b>11 Operational Consistency</b>					
<i>Can this solution work to support policy and procedure enforcement? Could it serve as a single source of truth for compliance and regulatory requirements?</i>					
<b>12 Vendor Expertise and Support</b>					
<i>Does the vendor have experience implementing corporate intranets? How effective is their support model? Do they provide all required software and services or do they partner with third parties for some aspects?</i>					
<b>TOTAL SCORES</b>					