

LEADERSHIP	IMPORTANCE	BASIC GOVERNANCE
	TASK/RESPONSIBILITY	
	TIME NEEDED	

PRODUCT PART

ACTIVITY

LEADERSHIP	IMPORTANCE	BASIC GOVERNANCE PRODUCT PART
	TASK/RESPONSIBILITY	
	TIME NEEDED	

PREREQUISITES	IMPORTANCE	BASIC GOVERNANCE PRODUCT PART
	TASK/RESPONSIBILITY	
	TIME NEEDED	

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PREREQUISITES	IMPORTANCE	PRODUCT PART	BASIC GOVERNANCE
	TASK/RESPONSIBILITY		
	TIME NEEDED		

LEADERSHIP	IMPORTANCE	BASIC GOVERNANCE PRODUCT PART
	TASK/RESPONSIBILITY	
	TIME NEEDED	

LEADERSHIP	IMPORTANCE	TEAM & PRODUCT PRODUCT PART
	TASK/RESPONSIBILITY	
	TIME NEEDED	
ACTIVITY	Lead the intranet team .	

PREREQUISITES	IMPORTANCE	TEAM & PRODUCT PRODUCT PART
	TASK/RESPONSIBILITY	
	TIME NEEDED	
ACTIVITY	Define the intranet audiences .	

PREREQUISITES	IMPORTANCE	TEAM & PRODUCT PRODUCT PART
	TASK/RESPONSIBILITY	
	TIME NEEDED	
ACTIVITY	Define the intranet strategy .	

PREREQUISITES	IMPORTANCE	TEAM & PRODUCT PRODUCT PART
	TASK/RESPONSIBILITY	
	TIME NEEDED	
ACTIVITY	Define the intranet vision .	

UX	IMPORTANCE	TEAM & PRODUCT PRODUCT PART
	TASK/RESPONSIBILITY	
	TIME NEEDED	
ACTIVITY	Overall responsible for the excellence of the intranet .	

PREREQUISITES	IMPORTANCE	TEAM & PRODUCT PRODUCT PART
	TASK/RESPONSIBILITY	
	TIME NEEDED	
ACTIVITY	Define the intranet KPI's .	

LEADERSHIP	IMPORTANCE	TEAM & PRODUCT PRODUCT PART
	TASK/RESPONSIBILITY	
	TIME NEEDED	
ACTIVITY	Distribute and monitor tasks within the intranet team .	

PREREQUISITES	IMPORTANCE	TEAM & PRODUCT PRODUCT PART
	TASK/RESPONSIBILITY	
	TIME NEEDED	
ACTIVITY	Make the yearly intranet plan (or with the frequency required in the organisation).	

MAINTENANCE	IMPORTANCE	PRODUCT PART WCMS
	TASK/RESPONSIBILITY	
	TIME NEEDED	
	<p>Make sure the the intranet is following the organisation's IT architecture, IT framework and IT standards.</p>	

UX	IMPORTANCE	PRODUCT PART HOMEPAGE
	TASK/RESPONSIBILITY	
	TIME NEEDED	
	<p>Make sure the intranet homepage is rightly "tuned" and delivers a good end-user experience.</p>	

MAINTENANCE	IMPORTANCE	PRODUCT PART WCMS
	TASK/RESPONSIBILITY	
	TIME NEEDED	
	<p>Monitor uptime, load and the overall health of the WCMS.</p>	

UX	IMPORTANCE	PRODUCT PART CORE CONTENT
	TASK/RESPONSIBILITY	
	TIME NEEDED	
	<p>Make sure the core content pages deliver a good end-user experience.</p>	

UX	IMPORTANCE	PRODUCT PART IA
	TASK/RESPONSIBILITY	
	TIME NEEDED	
	<p>Make sure the intranet information architecture is optimal.</p>	

UX	IMPORTANCE	PRODUCT PART NEWS
	TASK/RESPONSIBILITY	
	TIME NEEDED	
	<p>Make sure the intranet news delivers a good end-user experience.</p>	

UX	IMPORTANCE	PRODUCT PART IA
	TASK/RESPONSIBILITY	
	TIME NEEDED	
	<p>Make sure the intranet navigation pages deliver a good end-user experience.</p>	

UX	IMPORTANCE	PRODUCT PART TRANSLATION
	TASK/RESPONSIBILITY	
	TIME NEEDED	
	<p>Make sure the translated intranet content delivers a good end-user experience.</p>	

XN	IMPORTANCE	END-USER CONTENT
	TASK/RESPONSIBILITY	
	TIME NEEDED	

XN	IMPORTANCE	ADD. FUNCTIONS
	TASK/RESPONSIBILITY	
	TIME NEEDED	

XN	IMPORTANCE	SEARCH
	TASK/RESPONSIBILITY	
	TIME NEEDED	

XN	IMPORTANCE	ADD. FUNCTIONS
	TASK/RESPONSIBILITY	
	TIME NEEDED	

XN	IMPORTANCE	SEARCH
	TASK/RESPONSIBILITY	
	TIME NEEDED	

XN	IMPORTANCE	ADD. FUNCTIONS
	TASK/RESPONSIBILITY	
	TIME NEEDED	

XN	IMPORTANCE	ADD. FUNCTIONS
	TASK/RESPONSIBILITY	
	TIME NEEDED	

XN	IMPORTANCE	SUPPORT
	TASK/RESPONSIBILITY	
	TIME NEEDED	

MAINTENANCE	IMPORTANCE	PRODUCT PART	LEGAL
	TASK/RESPONSIBILITY		
	TIME NEEDED		

MAINTENANCE	IMPORTANCE	PRODUCT PART	ECONOMY
	TASK/RESPONSIBILITY		
	TIME NEEDED		

CONTACT	IMPORTANCE	PRODUCT PART
	TASK/RESPONSIBILITY	LEGAL
	TIME NEEDED	

MAINTENANCE	IMPORTANCE	PRODUCT PART	ECONOMY
	TASK/RESPONSIBILITY		
	TIME NEEDED		

MAINTENANCE	IMPORTANCE	PRODUCT PART	ECONOMY
	TASK/RESPONSIBILITY		
	TIME NEEDED		

CONTACT	IMPORTANCE	PRODUCT PART	TEAM & PRODUCT
	TASK/RESPONSIBILITY		
	TIME NEEDED		

CONTACT	IMPORTANCE	PRODUCT PART	ECONOMY
	TASK/RESPONSIBILITY		
	TIME NEEDED		

CONTACT	IMPORTANCE	PRODUCT PART	WCMS
	TASK/RESPONSIBILITY		
	TIME NEEDED		

CONTACT	IMPORTANCE	PRODUCT PART	WCMS
	TASK/RESPONSIBILITY		
	TIME NEEDED		
Have contact with intranet developer(s).		★★★★★	

GUIDELINES	IMPORTANCE		PRODUCT PART	CORE CONTENT
	TASK/RESPONSIBILITY			
	TIME NEEDED			
ACTIVITY	Provide guidelines for the core content production and ensure producers follow them.		★★★★★	

BUILD/PRODUCE ACTIVITY	IMPORTANCE	★★★★★	PRODUCT PART BUILD
	TASK/RESPONSIBILITY	Code HTML .	
	TIME NEEDED		

CONTACT	IMPORTANCE	PRODUCT PART	CORE CONTENT
	TASK/RESPONSIBILITY		
	TIME NEEDED		
ACTIVITY	Have contact with intranet core content producers.		★★★★★

GUIDELINES	IMPORTANCE	PRODUCT PART	HOMEPAGE
	TASK/RESPONSIBILITY		
	TIME NEEDED		

BUILD/PRODUCE	IMPORTANCE	PRODUCT PART	CORE CONTENT
	TASK/RESPONSIBILITY		
	TIME NEEDED		
ACTIVITY		★★★★★	
		Produce core content on the intranet.	

BUILD/PRODUCE	IMPORTANCE	PRODUCT PART	HOMEPAGE
	TASK/RESPONSIBILITY		
	TIME NEEDED		
Update the homepage .		★★★★★	

GUIDELINES	IMPORTANCE	PRODUCT PART	NEWS
	TASK/RESPONSIBILITY		
	TIME NEEDED		
Provide guidelines for the news production and ensure producers follow them.		★★★★★	

CONTACT	IMPORTANCE	PRODUCT PART	NEWS
	TASK/RESPONSIBILITY		
	TIME NEEDED		
ACTIVITY	<p>Have contact with intranet news producers.</p>		



MAINTENANCE	IMPORTANCE	PRODUCT PART	SUPPORT
	TASK/RESPONSIBILITY		
	TIME NEEDED		
ACTIVITY	<p>Give production support for the content producers when needed.</p>		

