Participation Questionnaire

1. Company details

Participant's name:

Participant's e-mail address:

Participant's job position:

Company name:

Number of Company employees:

Number of employees this intranet initiative interests:

Company core activity *(max 1,000 characters)*:

2. Information about the project

Intranet Name:

Category the intranet initiative/project falls under being proposed for the award:

A – Contents and Initiatives (e.g. news, pages, infografics, sections, videos, etc.)

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B – Applications and intranet services (e.g. reservations, tools, apps etc.)

C – Element o social networking area (e.g. communities, groups, social networking areas etc.)

D - Design solutions (innovative visual design, high impact restyling etc.)

Category:

Name and brief description of the intranet initiative/project being proposed for the award:

Realization period:

Detailed description of the intranet initiative/project being proposed for the award:

(describe in an exhaustive way the proposed project: the context in which it was born, the needs to which it satifies, the objectives that you have set yourself, and the drivers that lead the way)

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Development process:

(describe the project development process, highlighting the moments that involved people and all that is pertinent in terms of analysis, design, communication, involvement, design sprints, etc.)

Key functionality of the intranet initiative/project being proposed for the award:

(describe exhaustively into three separate points the features you consider to be the most important and most innovative aspects of the project)

1)

2)

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3)

Work team of the intranet initiative/project being proposed for the award:

(describe the different members of the team, for example: one HR project manager, one Marketing content manager, two web designers, one IT Project Manager etc., dividing them up into both internal and external members)

Support technology of the intranet initiative/project being proposed for the award:

(describe the technological solutions adopted)

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Results obtained:

(describe the results obtained, as extensively and objectively as possible, in terms of analytics, the impact on both processes and people, business indicators, etc.)

Lessons learned:

(Describe into two main points the most important lessons learned during the realization of the project, for the benefit of other companies)

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2)

Notes and consdiderations:

(add here other items you consider to be relevant to the project)

Screenshots:

Send them to the following address: iic@intranetitaliaday.it

- A screenshot of the the intranet home page
- All useful screenshots to better view and comrehend the intranet initiative
- Some screenshots from other areas of significance in order to get a bird's eye view of the intranet's environment

Each screenshot must be **accompanied by a descriptive caption of the elements present as exhaustive as possible**, in order to allow understanding of the contents and functions present.

The screenshots must be sent as high resolution **image files** (jpeg, png, etc.)

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3. General terms and conditions for project presentation

The companies presenting their projects authorize Intranet Management to use the content and screenshots provided in their Annual Reports and in any other publications and presentations related to the award.

Reserved content. Since the award results will be widely circulated, please make sure that no corporate confidential information is included in the screenshots provided.

Credits. Tutte le idee e gli screenshot utilizzati o pubblicati da Intranet Management verranno attribuiti completamente alle rispettive organizzazioni. Il materiale e gli screenshot inviati saranno usati in modo da promuovere gli aspetti positivi del progetto, con ricadute benefiche sulle organizzazioni.

Credits. All ideas and screenshots used or published by Intranet Management will be fully attributed to their respective organizations. Any material and screenshots provided by participants will be used with the sole purpose to promote the positive aspects of the project, with beneficial effects on the respective organizations.

The questionnaire may be sent until the 30th November 2020

Thank you!

From:

The Intranet Italia Champions team

The Intranet Italia Day team

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