

SharePoint intranet business case checklist

Before you start

The purpose of the intranet business case is clearly defined

The audience for the business case is understood

The business case is positioned as a decision document

What to include in the business case

Background and context are clearly explained

Current intranet challenges are described

Clear objectives for the intranet are defined

Key audiences and stakeholders are identified

Use cases and scenarios are outlined

Benefits of the intranet are described

Success measures are identified

Risks and assumptions are acknowledged

Costs and resourcing are considered

Governance and ownership are defined

Timeline and next steps are outlined

Areas of intranet value to focus on

Internal communication improvements are addressed

Employee engagement is considered

Productivity and efficiency gains are described

Knowledge sharing and findability are included

Support for hybrid or remote working is considered

Reasons specifically for a SharePoint intranet

Alignment with Microsoft 365 is explained

Integration with existing tools is considered

Security and permissions are addressed

Scalability and flexibility are referenced

Making the business case

The case is structured logically and clearly

The language is accessible to non-technical stakeholders

The case focuses on outcomes rather than features

The recommendation is clear