

Organize . . .

- Office Forms
- Staff Contact Lists
- Professional Contact Information
- Vendor Information
- Schedules
- Office Events Calendar
- Personnel Information
- Policy & Procedures
- Work Discussion Groups (Staffing)
- Alerts & News
- Job Openings
- Help Desk & “How-to” Tips
- Professional Articles & News
- Training Opportunities & Materials



Access needed files and documents remotely, from the field, or from home.

BIZGROK, INC

Grok: To understand, especially in a profound and intimate way

Why Build an Intranet for Your Non-Profit Organization?



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WHY BUILD AN INTRANET?

Almost every organization has that certain employee who has all the answers, knows the agency history, where to find everything in the files, how to get to important places, and knows all the best contacts.



This valuable employee will never be replaced by technology – but, the type of information that makes them such an asset can be more widely available to your general staff.

A well-built Intranet site can be one of your organization's most valuable tools.

Consider - one place - available to everyone - from any place - at any time, to find, save and share all of your organization's important information - documents, presentations, databases, photos, or video/audio files.

Where to Begin...

Like any project your organization undertakes, you will want to have confidence and trust in the people and company you choose for your Intranet site development.

At minimum, look for a company that possesses experience and credentials in Web Development, Organizational Management, Help Desk & the Support Technology needed to develop your site.

In addition, look for the company to have skills and experience assisting non-profit agencies like yours with the planning and execution of Intranet and Internet sites - and with the rollout to your staff.



Once your organization commits to building an Intranet, your next step is to contract with a developer, to plan the structure, scope and deployment of your intranet.

Let Bizgrok create a path to clear communication, increased efficiency of information access and storage.

Vital to success of your staff Intranet — Finding out what your staff needs.

Having the latest technical gadgets or the fanciest graphics won't get your staff to

regularly use the site.

But making it useful to your staff and management will. We'll help you develop a forum for staff input to discover your staff's thoughts about what works now, what is needed, what will be useful, and to explore what else they want to do.

What's Next?

Work with your development team to make sure they receive all the information they'll need: your organization's workflow, policies, procedures, and the need for government or other regulatory certifications.



Plan time for staff training. Make sure your contract includes a period of aftercare by the trainers, or includes an ongoing "Help Desk" component.

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