



Fillemon Shifotoka
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The importance of an Intranet within you organization

Designing an intranet



Most people know what the Internet is, and many use it both at home and at work. Another type of network that is less well known but is becoming more important in the business world is the intranet, which is a corporate information network. An intranet is similar to the Internet but it is established for one distinct group of users and has security so that others outside the group do not have access to its

contents. Corporate intranets are a new and important area of involvement for corporate librarians. They offer a different and exciting way for librarians to use their information organization and handling skills

Benefit of an intranet

An intranet facilitate communication and access to information. It allow employees who might normally never meet to collaborate on projects. Intranet promote the sharing of knowledge and ideas and provide a single, secure, reliable access to a company's private information.

An intranet improves a company's ability to manage its information and it can also streamline document distribution. Intranet can result in higher productivity because of better access to quality information. They also allow reuse of existing information and can reduce the cost of information sourcing, printing and distribution.

Return-on-investment can be quite substantial. Conservative figures place the payback at a low of 23% to a high of 88%, over 1 to 2 years. Costs will be reduced in paper dissemination and printing, but the greatest benefits realized will relate to information flow

How to get started

Creating a corporate intranet may look easy at first, but it involves a number of steps to follow if it is going to be successful.

- Establish a vision for the intranet and write it down. The intranet must be tied to a business purpose. If it doesn't help the organization to function better it shouldn't be created.
- Get the support of senior level management. They can help in dealing with funding, information access, turf wars, and access to users.
- Identify a key user group, build a prototype, and sell them on the idea. Once they are convinced of the intranet's usefulness, this group can be used to sell the idea to others.
- Have a clear idea of the expected costs and the work to be done. Leverage the equipment and talent already in the corporation. Set up a committee to decide on the contents of the intranet and, if possible, keep it in place to handle issues as the intranet grows.
- Educate everyone in the company on how to use the intranet and also on the benefits it will provide.
- Remember that a corporate intranet must be maintained and grown by investing in hardware, software, training and salaries for staff. If it is not maintained it will die.

Interesting Facts:

- **AZAFRICA.COM** has launched a **social photography website**, advertising space is available at a special rate. Log on to www.azafrica.com/pictures
- According to a survey by Watson Wyatt Worldwide, 80% of companies use their **intranet** as the primary method for delivering human-resource services, up from 50% just two years ago.
- Sign up for our **online tender service** for **only N\$49 p/m** or log on to www.azafrica.com/tenders
- **AZAFRICA.COM** will provide free a quotation on all product written in our newsletters. **Contact us and request for a quotation.**

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