

Intranet Goals, Scope, and Features



Goal #1 for this Session

Develop a shared framework for deciding where to apply intranet resources.



Goal #2 for this Session

Discuss ideas for the intranet in the context of our decision framework.



Goals

What is an intranet is supposed to accomplish?



Scope

What does "the intranet" encompass?



Features

What are specific resources the intranet can provide?



Goals

blend

Enhance Communication • Ease Reference **Enable Collaboration** 0 Promote Organizational Unity Allow Functional Aggregation



Enhance Communication

Organization-to-employee; one-way Users are consumers Time-bound information Not edited after publication • Examples News Announcements • Updates



Ease Reference

More permanent information Users as consumers Continually edited and "groomed" • Examples • Policies Procedures • Employee directory O Document libraries



Enable Collaboration

Employee-to-employee, two-way 0 Users are both publish and consume Examples Group Workspaces Discussion Forums File Sharing Wikis



Promote Organizational Unity

A single source of truth
A common thread
Examples
Remote Access
Employee Directory
Local Content
Team-building Content



Allow Functional Aggregation A container for functionality A publication center for external data Examples O Applications Online forms Reporting Data connectors

Goals

blend

Enhance Communication • Ease Reference **Enable Collaboration** 0 Promote Organizational Unity Allow Functional Aggregation



Picking your Battles

How do you choose what to fix?



Four Criteria

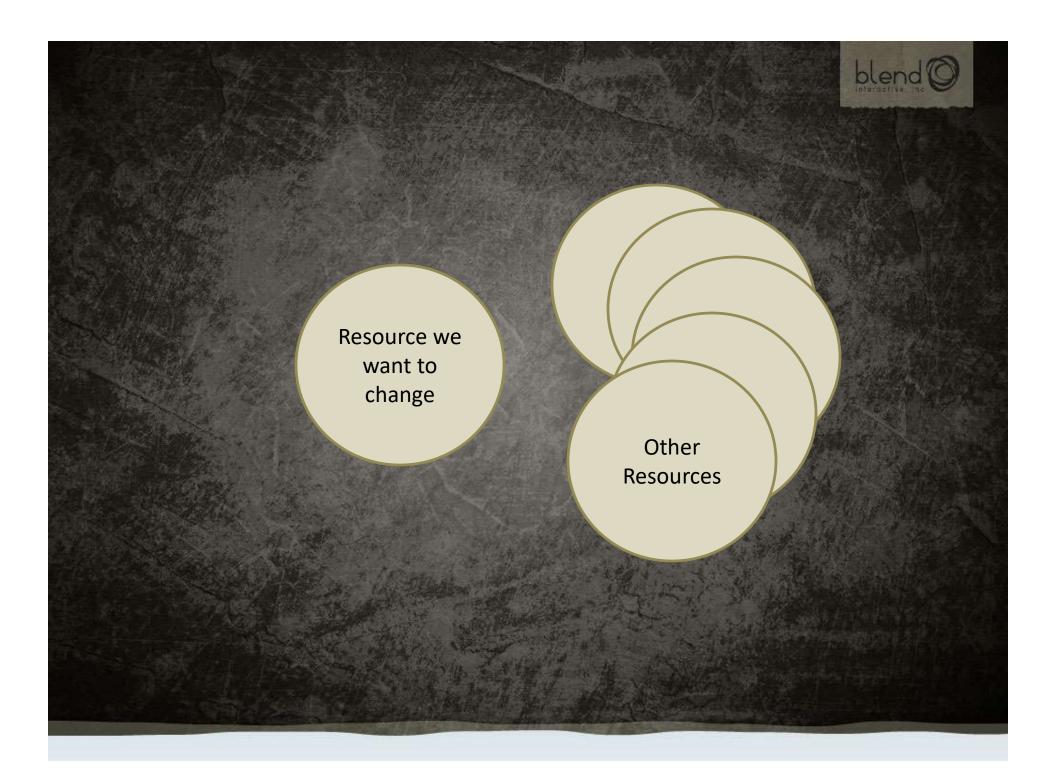
Ease of implementation
Potential for strong user adoption
Effectiveness of status quo
Net benefit to the organization

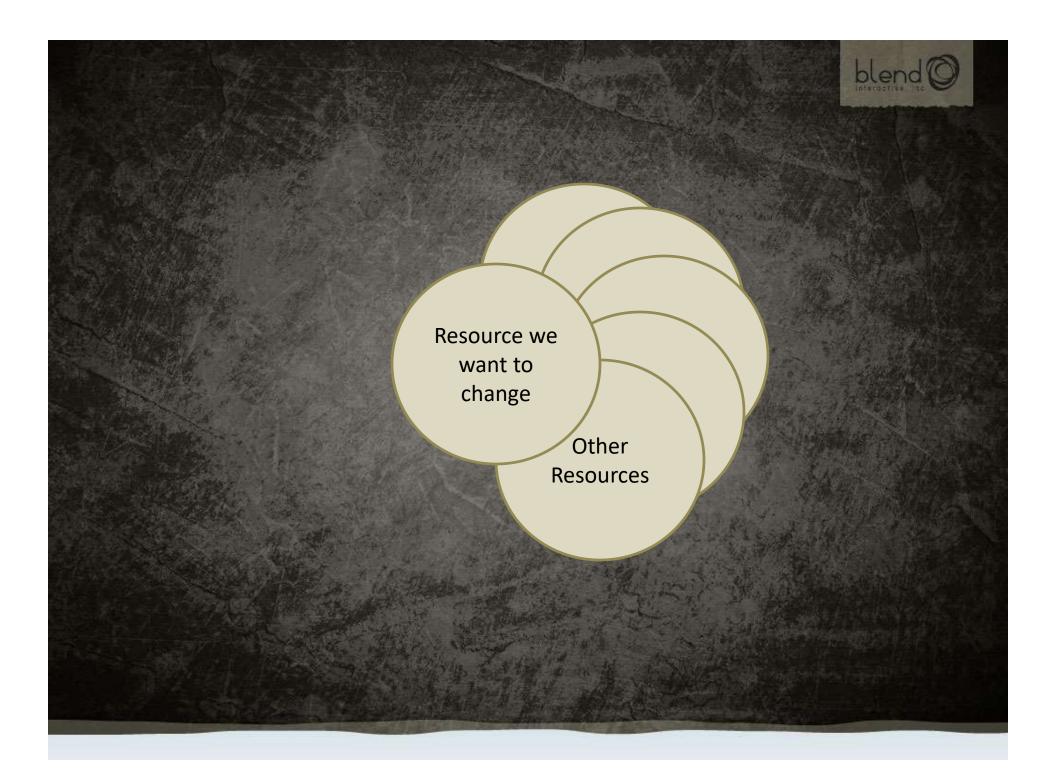


Ease of Implementation

How isolated is the change?

- Technically? How many systems does it involve?
- Organizationally? How many groups does it impact?
- How "known" is the change?







Strong User Adoption

Will users adopt or resist it? How core is the function? How long has it been around? How many people will the change affect? Are our motives pure? What can the organization do to promote adoption? Remember: it's okay to capitulate to human 0 nature



Effectiveness of Status Quo

Is the current process broken?
Can it be improved to a degree to make it worth the change?



Benefit to the Organization

How critical is the function being implemented?

- How much of an impact can it have to the organization?
- How much does it contribute to the five stated intranet goals?



Four Criteria

Ease of implementation
Potential for strong user adoption
Effectiveness of status quo
Net benefit to the organization



Decision Framework





What is "the Intranet"?

Is it an internal Web site?
Is it every internal resource in the organization?

Is it something in between?



Is this "the intranet"? The browser home page?



Is this "the intranet"? An internal Web page?



Is this "the intranet"?

A file share?



Is this "the intranet"?

A Human Resources application to change your home address?



Does the intranet have definitive boundaries?



Is something clearly "on the intranet" or "not on the intranet"?

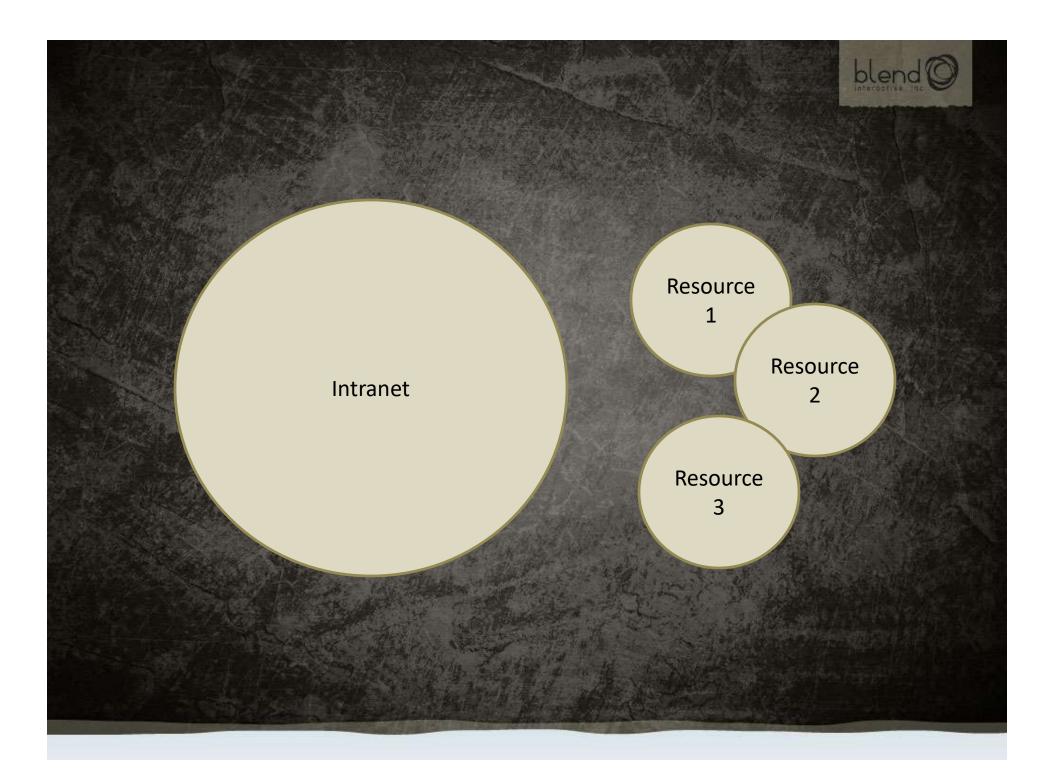


Or is the intranet a collection of resources across different platforms?



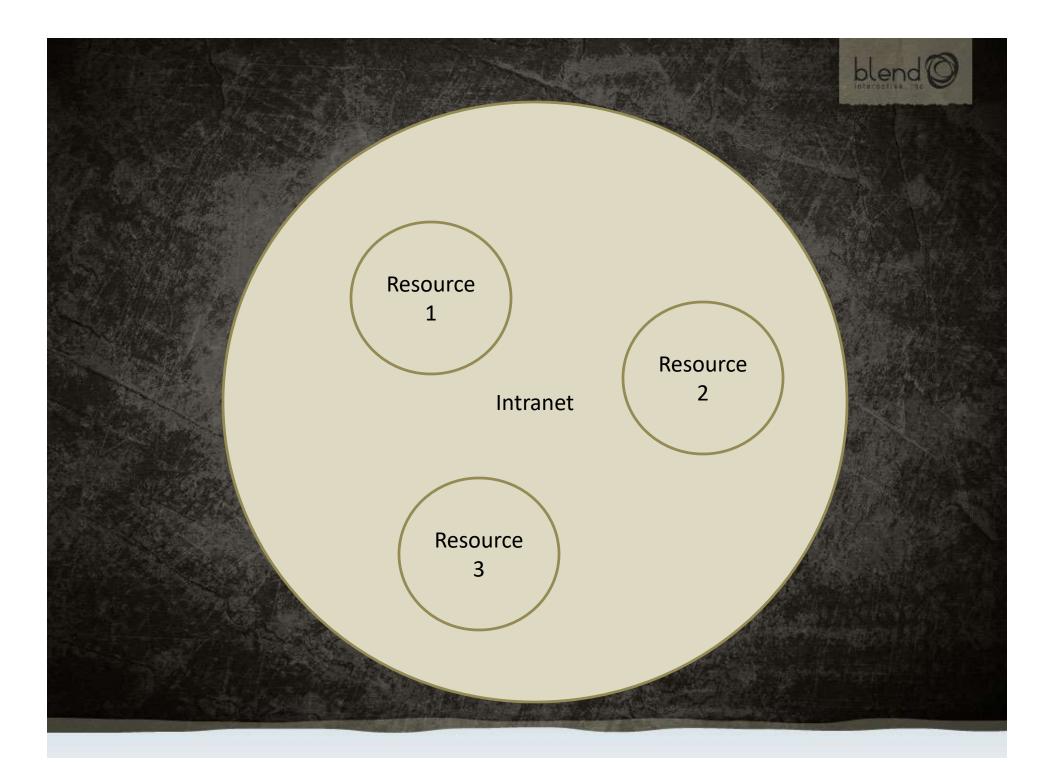
One Theory of "the Intranet"

It's a definitive thing. An internal Web site. Some things are "on" it, some things are not.





Another theory of "the Intranet" A set of services that unifies disparate resources under a common umbrella.





"Communication and Reference"





- Corporate Menu
- * Company Information
- · Comparison Status
- a Description

Employee Gamics Carder

- a Job Copposition State
- Low Transfer
- · Lonch Manual
 - PRODUCT ACAMOUNT
 - Watter, Water, and Values
- · Testuriteering and Community Transformation of

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Inneuncements

First PREMIER Bank News Articles

in recard seasing. First PREMER Bank has been featured in the media. While some adults generals regains publicly, others provide good information along the could card products we offer to sur customers. Bast Non. R

Sioux Falls 2010 Halloween Costume Contest



Do you want to win \$10 P disaits or \$100 toward tunch with your ds? Find your best costume and get your Nends together and artiler the Halloween Cookuria Context

Tank Med.,

LATI Scholarship Recipients

We are pleased to announce the UKT Echstanship Award Recipients for 2011

Frank Marris,

October 2010 Marketing News

Employee News

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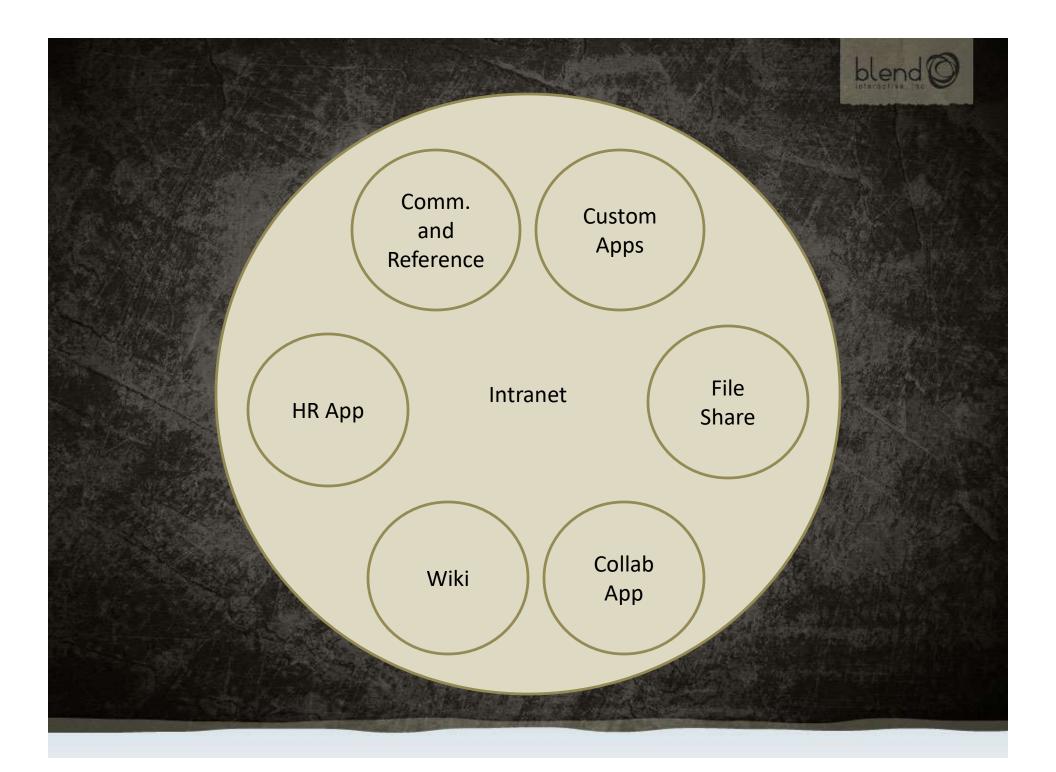
"Communication and Reference"

For many organizations, this is the intranet.

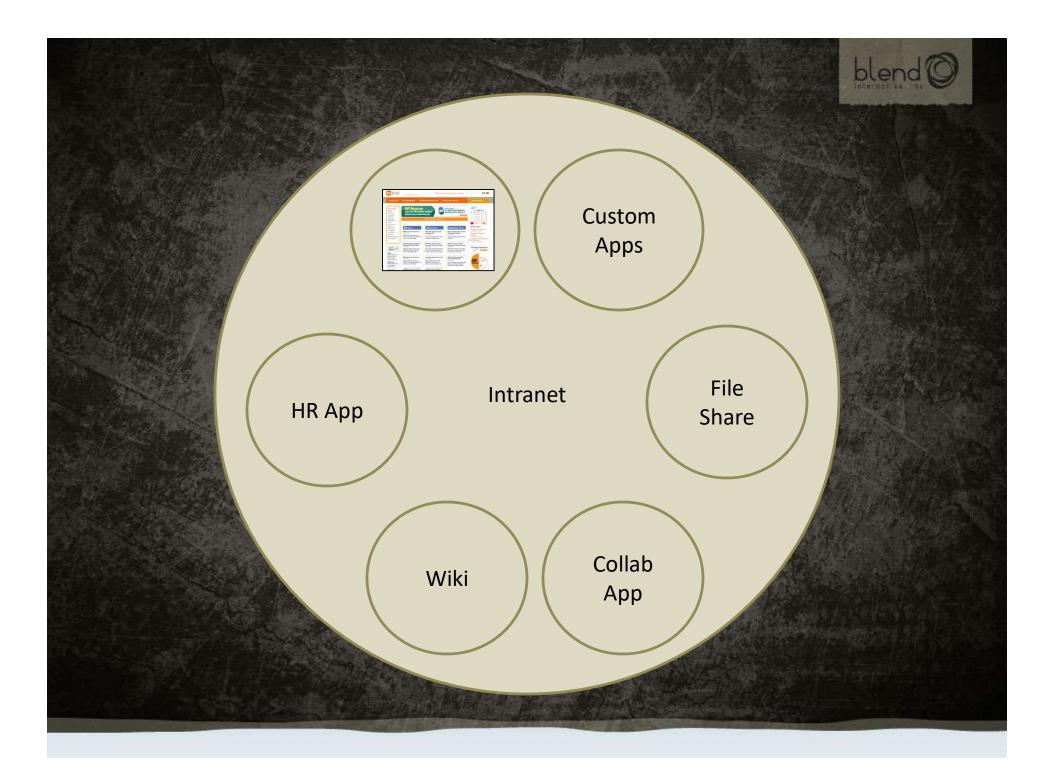


"Communication and Reference"

Or, is this just one more resource, available under a larger umbrella?









Could the job of an intranet be to unify resources under common umbrellas?



The ACCESS CONTROL Umbrella

A common user database controls access to all resources.

Admini	ister Groups 🧧	Web CMS		blend C
Delete or	add groups used to assign access rights.			
- 10	Group			File Share
2	Administrators		Name (RDN)	In Folder
2	DeaneBarker-PC\Debugger Users		kara kara kara kara kara kara kara kara	DEANEBARKE DEANEBARKE
-		115 7 11	Administrator	DEANEBARKE
23	DeaneBarker-PC\HelpLibraryUpdaters	and the second	Administrators	DEANEBARKE
22	DeaneBarker-PC\HomeUsers		ANONYMOUS LOGON	
2	DeaneBarker-PC\None		Backup Operators	DEANEBARKE
2	Everyone	1000	CONSOLE LOGON	
2	NT AUTHORITY\Authenticated Users		CREATOR OWNER	DEANEBARKE
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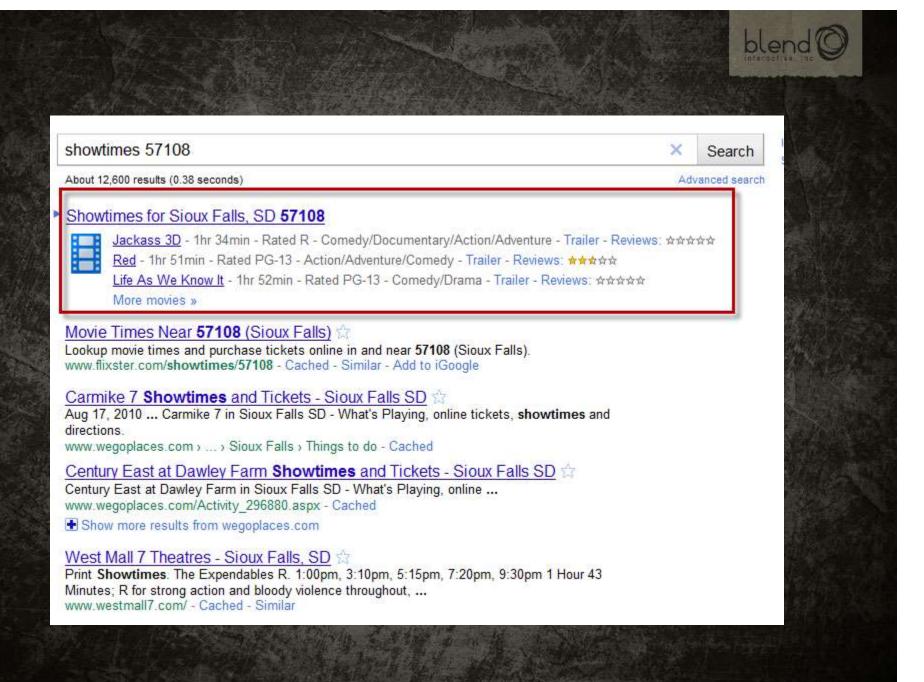
The same user database is used across resources.

	File Share
Name (RDN)	In Folder
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vmware_user	DEANEBARKE
Administrator	DEANEBARKE
Administrators	DEANEBARKE
ANONYMOUS LOGON	
Authenticated Users	
Backup Operators	DEANEBARKE
BATCH	
CONSOLE LOGON	
CREATOR GROUP	
CREATOR OWNER	
Cryptographic Operators	DEANEBARKE
S Deane Barker	DEANEBARKE
Debugger Users	DEANEBARKE
DIALUP	
COM Users	DEANEBARKE
Event Log Readers	DEANEBARKE
Everyone	
Guest	DEANEBARKE
Guests	REANEBARKE
HelpLibraryUpdaters	CAREBARKE
HomeGroupUser\$	DEANEBARKE
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The SEARCH Umbrella

A common search engine searches all resources and provides federated results.





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Search

Advanced search

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About 1,530,000 results (0.24 seconds)

Track status of UA 5942 from Greenville (GSP) to Chicago (ORD)



21 Oct 2010 - Arrived Departed: 12:08 PM, Scheduled arrival: 1:10 PM www.flightstats.com

Track Flight Status for (UA) United Airlines 5942

Oct 12, 2010 ... Track flight status, flight departures, flight arrivals, airport delays and other flight and airport information in real time. www.flightstats.com/go/FlightTracker/flightTracker.do?...5942 - Cached

Track Flight Status for (XE) Expressjet 5942

Codeshares: This flight is marketed as a codeshare flight by the following ... www.flightstats.com/go/FlightStatus/flightStatusByFlight.do?&...5942

Show more results from flightstats.com

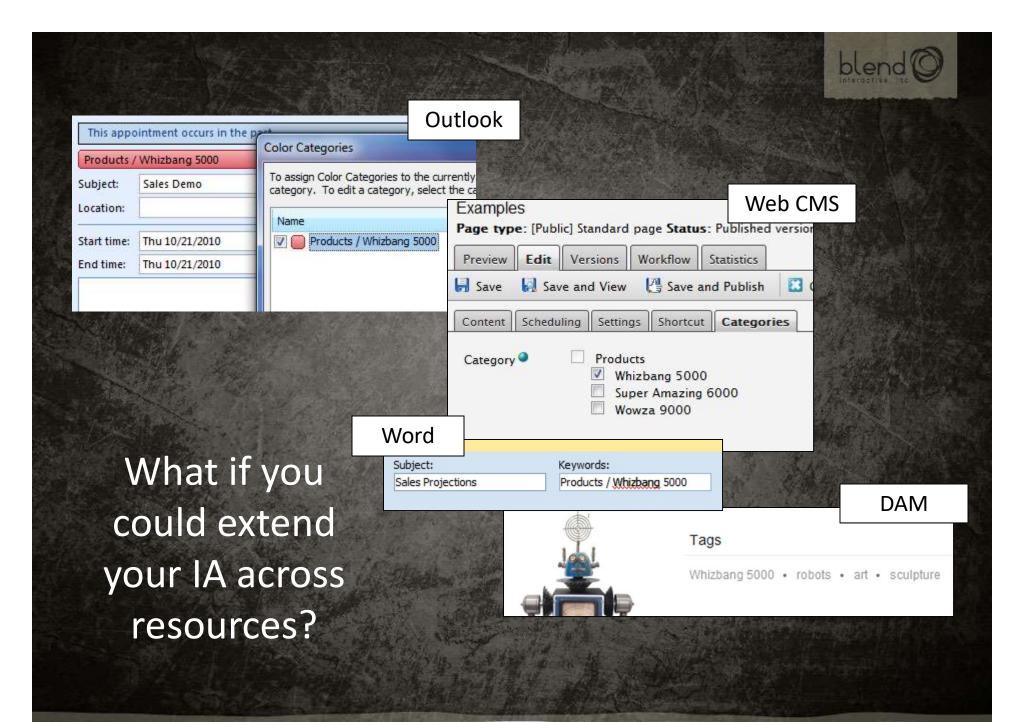
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5942. Allowance based on duty at remote worksites. How Current is This? (a) Notwithstanding section 5536 of this title, an employee of an Executive ... www.law.cornell.edu > ... > CHAPTER 59 > SUBCHAPTER IV - Cached

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The INFORMATION ARCHITECTURE Umbrella All resources are organized into a common information architecture.





The NAVIGATION Umbrella

All resources display a common navigation structure, which provides consistent access and sense of place.





- Corporate Menu
- * Company Information
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- a Job Copposition State
- Low Transfer
- · Lonch Manual
 - PRODUCT ACAMOUNT
 - Watter, Water, and Values
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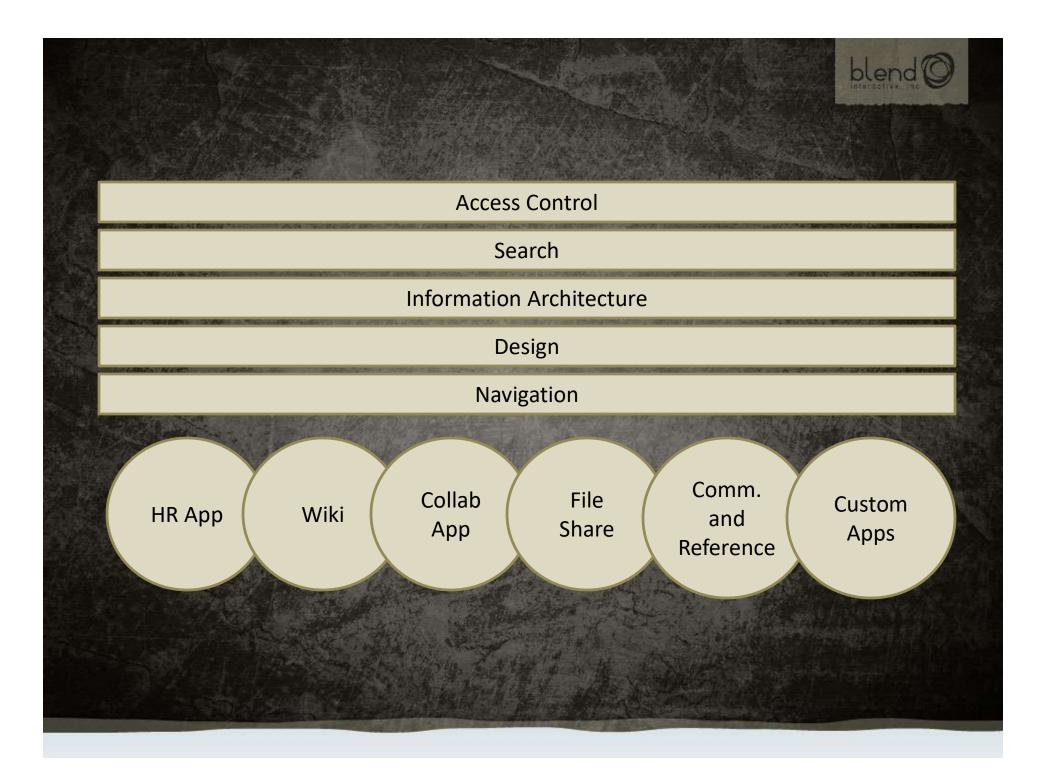


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The DESIGN Umbrella

All resources look similar. They all appear to be parts of the same whole.





Resources vs. Services

You build *services* (access, IA, design, etc) that your *resources* can use to fit into the larger whole.



The Goal

View the intranet as more than just a single thing.

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In Practice

Avoid resources that don't play well with others. A resource that can share some umbrellas is more valuable than one which can't.

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In Practice

Don't discount solutions that don't fit into the traditional "Communication and Reference" paradigm.

"The Intranet" is larger than that.



Intranet Features



Five Common Areas

Communication and Reference
Search
File Management
Collaboration
Staff Directory



Some problems are easier to fix than others.



Communication and Reference

Difficulty: Low
For many, this is the intranet
Implementation of a Web CMS
Keys to success:
Information architecture
Quality content



Information Architecture

 Primary nav structure should be by *function*, not department

• Functional categories

Working at CNO

My Benefits

Members

Standards and Policies

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Home Isaac N.'s Plac	e Offices	Departme	nts Projects	Clients I	leas Employe	e Resources	Employee Directo	v
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Communication vs. Reference

"Communication" *is delivered* to the user
Information they *do not* know exists
"Reference" *is sought out* by the user
Information they *do* know exists



Communication

News



14-May-2009 Flowercorp brings color to the podium When the first winners of the London 2012 Olympics step up onto the podium on, they will receive an integral part of the presentation ceremony - the Medal Ceremony Presentation Bouquet.

12-May-2009 Funding approval has been granted for

consumer trials

We're pleased to announce that the and Development team today receiv funding approval for consumer trials botanical cosmetics range.



24-Apr-2009 Flowercorp puts the petal to th as Official Games Provider Flowercorp, the world's largest floral was today announced the Official Flo the 2012 Olympic Games.



18-Feb-2009 Flower exporters want 10-year holiday

> The flower sector in Uganda is lobby government for more tax incentives. Negotiations between the Uganda Flo Exporters' Association (UFEA) and the government have been going on for than two years, and UFEA executive Juliet Musoke says there is now hope demands being met.

14-Jan-2009 Garden party: Macy's Flower an Garden Show

7 Company News

WPC names Jane Sanford vice president-global human resources New VF (variable fire) series of boilers hits market this week State Water Heaters honors Virginia Tech at last week's Phoenix race A. O. Smith announces first quarter earnings of \$.63 per share Company recognizes this year's Values, Patent recipients EPC's new MultiFit motor fits needs of HVAC contractor WPC names Jay Harms vice president-service operations and cu Stern to join A. O. Smith as executive vice president, general co McBee plant recognized for safety A. O. Smith announces stock repurchase program

7 Industry News

Regal-Beloit EPS increase 11 percent in spite of decline in resid Copper prices reach six-month high in April Bristol Compressors acquired by KPS Capital Partners Lowes (r) reports record 2006 results

7 Custom News

Olmert criticizes army in Lebanon war testimony

MI News

'Lykken on Lending' Podcast Features PMIers Ballard, Foley The podcast's October 25 episode features PMIers Jon Ballard and Mark Foley.

MBA NewsLink: October 26 10/25/2010

Read the MBA Newsl ink for October 26, featuring articles from around the United States

MBA NewsLink: October 25

10/22/2010 Read the MBA NewsLink for October 25, featuring articles from around the United States.

MBA NewsLink: October 22

Daily News

to keep your system safe.

ELECTREK Due November 1

Complete all ELECTREK modules

PMI Plaza: Sheriff Seeks to

Prevent Crime After Attacks

The Contra Costa Sheriff's Office

partners with local business to

focus on reducing crime in area.

Protection 24/7

10/25/2010

16/22/2010

10/22/2010

by November 1.

PMI's Information Security: Leslie Gibin Joins NURO as Vice President Learn what systems are in place

Leslie Gibin joins NURO as vice president of Credit Resolutions.

Employee News

Marie Castro Joins HPLas Loss Mitigation Rep. 10/25/2010 Marie Castro joins

Homeownership Preservation as loss mitigation representative.

New Job Opportunity: Product Development Analyst 10/21/2010 Opening available in Walnut Creek, California.

PMIer Pictures: Connolly, Healy and Cerceillo at Fenway

Customer Experience: Live It! 16/20/2010 Make a difference with PMI's



Reference

Directory Your groups	1000000					
► Offices Updated			HR and Training			
Departments Updated			 <u>About HR</u> Lorem ipsum dolor sit amet, consectetur adipiscing elit. Duis euismod, nisi vitae. 			
Projects Updated	Learn more about Corpora	ate Real Estate and what they can offer you!	- Attendance Management & Leave			
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► Ideas Updated		Check out the PMI Plaza Building Guide. Recycling Not sure what to recycle? Read about the va	- <u>Diversity</u>			
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Discussions		Building Related Clogged sink, light out or air condition your FOB or it simply won't work anymore? Send an em Request. Conference room reservations, space planni	- Employment Package			
 Firm Information 		needs? Visit the Administrative Services site to learn m	Lorem ipsum dolor sit amet, consectetur adipiscing elit. Duis euismod, nisi vitae.			
Corporate News	Corporate Insurance	Certificates of Insurance Do you have a new vendor o makes deliveries to PMI? Check out Certificates of Insu	- Employee Assistance Programme Lorem ipsum dolor sit amet, consectetur			
Group Directory		everything you need to know.	adipiscing elit. Duis euismod, nisi vitae.			
S. Balling	Health & Safety	Ergo questions or needs? Want to take a CPR class? Safety and get in the know.	- <u>Flexible Deployment</u> - Grievance & Discipline			
		Building Safety Find out about becoming a Floor Ward Safety.	- <u>Health and Safety</u> - HR Help & Advice			
	Domestic and International Offices	Answers needed for furniture, lease, fax/copy machines questions? Visit Domestic and International Offices.	s or building safety			
	Auto Fleet	Discounts Find out how to get your discount on new Chrysler vehicles under Auto Fleet.				
		Questions on you fleet vehicle? Contact Tom Randolph				
		and the second of	The States			

DEPARTMENTS

Administrative Services Corporate Finance and Admin. Corporate Real Estate Economics and Strategy Homeownership Preservation Human Resources Internal Communications Learning Services Legal Meetings and Events National Sales Product Development/Marketing Risk Management Servicing Operations & Claims Support Desk Underwriting Risk & Operations



A Communication item can be used to point to a new or updated Reference item.

Latest News "CNO Announces New Policy on Kitten Attacks"

Policies > Dangerous Animals > Furry

Official Policy: Kitten Attacks

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Communication as RSS

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editors@gadgetopia.com Super-Intrusive Video Ad		Sun 10/17	07
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editors@gadgetopia.com Intranet Development Re		10/11/2010	07
editors@gadgetopia.com Stuxnet	n (Deane Barker)	10/11/2010	99
editors@gadgetopia.com		10/10/2010	07

Your CMS as Bad Cop

editors@gadgetopia.com (Deane Barker)

Click here to view the full article in your default Web browser or to downl Posted On: Sat 10/16/2010 11:44 PM

Content management systems thrive on consistency. In a like a database table. In a table, you get rows and column types and properties, and they fit together the same way w or 3 million. At least, that's the idea.

But when you're not using content management, you can a could make every single page just a little bit different, if yo happens this way accidentally. Often, it happens because something different.

> But, you see, this content is special and I want it ha way. It can't be handled like the other content. It navigation like Web site X.

The problem with being able to do whatever you want, is t want. And you often do. In most cases, some limitation is

We're working with a client now who has a large site whic many years without the guidance of a CMS. It's been done editor (or 10). Additionally, it's been worked on by dozens bringing their own idiosyncrasies to how they wanted to se

I was on-site a few weeks ago, and we were walking throu

An RSS feed in Outlook

Search

blenc

Difficulty: Moderate
Second most-used feature
Keys to success
Needs to be federated search
Review of search term analytics
Human-edited search suggestions



Showing results 1 - 10 of 39.	Sort By: Relevance Date	0.53 second
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Home > Resources & Videos



united 5942

Search

Advanced search

×

About 1,530,000 results (0.24 seconds)

Track status of UA 5942 from Greenville (GSP) to Chicago (ORD)



21 Oct 2010 - Arrived Departed: 12:08 PM, Scheduled arrival: 1:10 PM www.flightstats.com

Track Flight Status for (UA) United Airlines 5942

Oct 12, 2010 ... Track flight status, flight departures, flight arrivals, airport delays and other flight and airport information in real time. www.flightstats.com/go/FlightTracker/flightTracker.do?...5942 - Cached

Track Flight Status for (XE) Expressjet 5942

Codeshares: This flight is marketed as a codeshare flight by the following ... www.flightstats.com/go/FlightStatus/flightStatusByFlight.do?&...5942

Show more results from flightstats.com

United States Code: Title 5,5942. Allowance based on duty at ... 🏫

5942. Allowance based on duty at remote worksites. How Current is This? (a) Notwithstanding section 5536 of this title, an employee of an Executive ... www.law.cornell.edu > ... > CHAPTER 59 > SUBCHAPTER IV - Cached

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Your Current Results For "OrgPlus"

Displaying 1 - 10

Next

blend O

Were these search results helpful?

Are you looking for?

My

- OrgPlus Organizational Chart Landing Page
- OrgPlus Organizational Charts

OrgPlus Organizational Charts

... OrgPlus Organizational Charts. OrgPlus is the tool used to generate PMI's online organizational charts. With ... views. Access OrgPlus now. ...



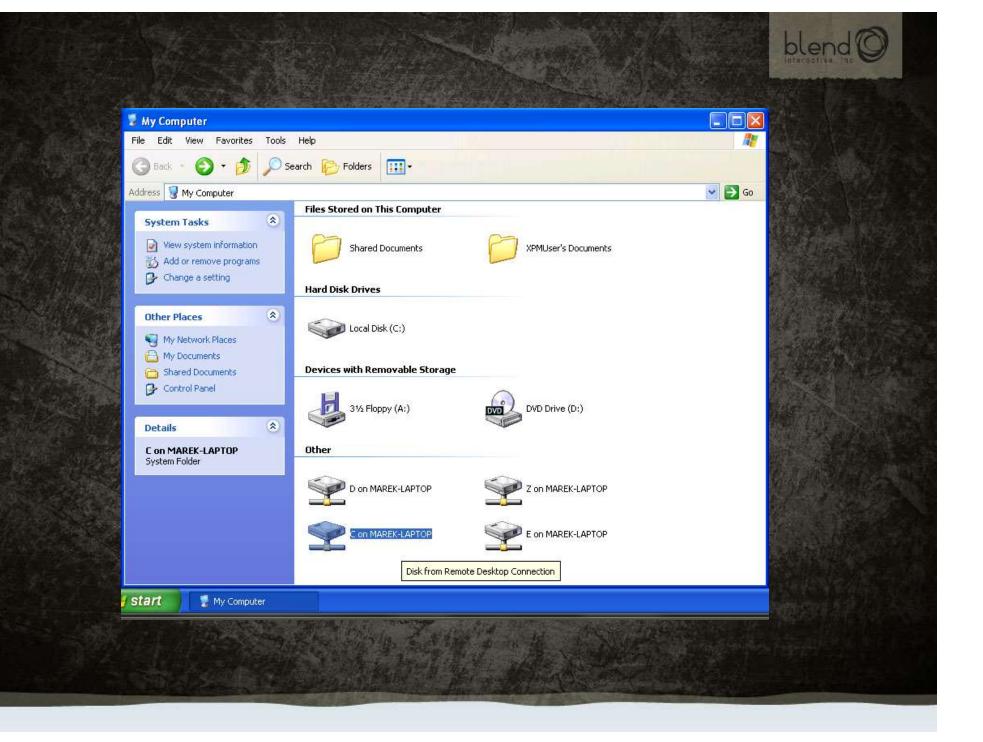
File Management

Difficulty: High File shares are terribly inefficient No versioning No workflow Little metadata or collaboration options The familiarity of Windows Explorer is hard to compete with



File Management

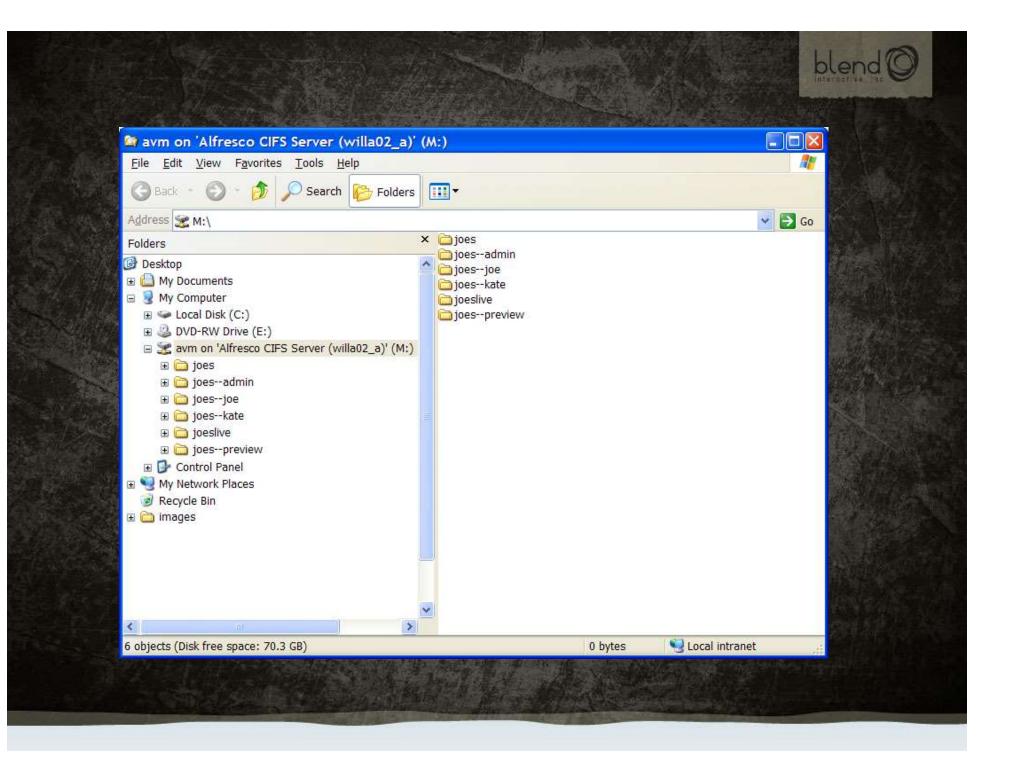
Keys to Success
Limit what needs to be formally managed
Zero other options
Ease search with consistent metadata





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File Management: Questions

What would be the practical benefit to have a file in a CMS rather than a file share?



Collaboration

Difficulty: Medium
User adoption is always problematic
Email can be tough to overcome
It's easy to bite off more than you can chew



Collaboration

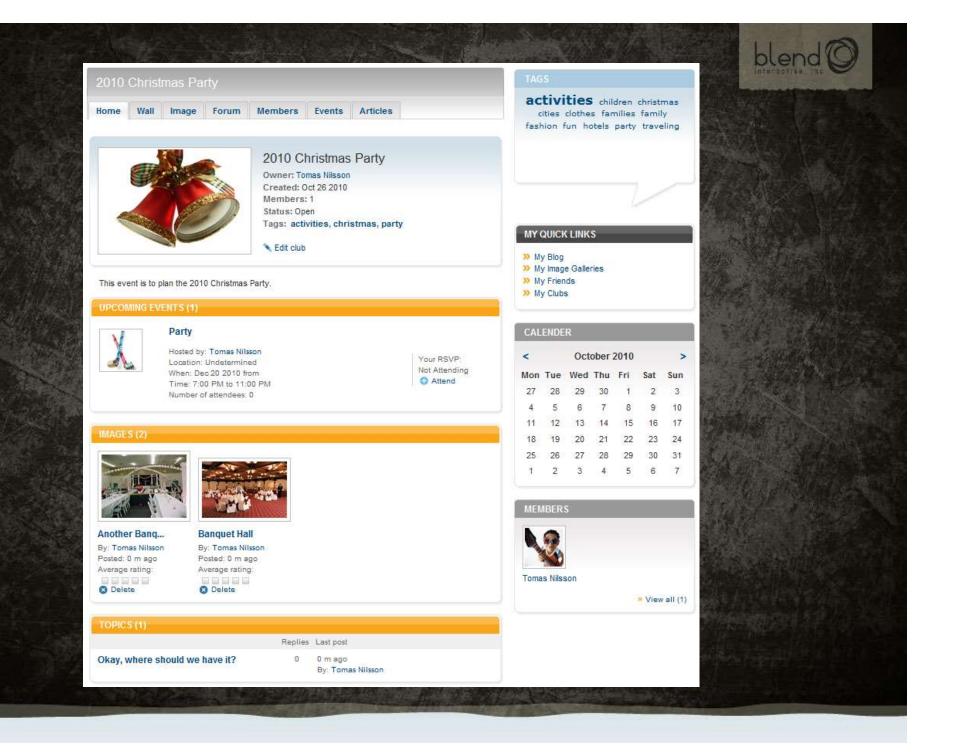
Keys to Success

Avoid duplication with existing tools
Solve the problem from the bottom up
What problems really need solving?
What is the essence of collaboration?



Collaboration: Features

Private workspaces
Group messaging
File Sharing
File-centric Discussions
Calendaring
Task Management



« All Messages

Conversationalist Mock

From: Marshall Crosby Date: Tue, 12 Oct 2010 at 8:51am

Hey Grace - attached is the first round mock for this campaign. Let me know your thoughts. Thanks!



Tue, 12 Oct at 10:17am

Hi Marshall, thank you for sending this ahead of schedule. It looks great. I did just receive some additional assets from the client. I am still waiting to see if there is ad copy, but this is what they said, "We want to include an offer for \$50 on the unit." Could you please add the offer into the unit and resend? Maybe for the first mock just "\$50 as the text + the visa card image.

The video is attached as well as an mp4 file - please let me know if you can use as is or if you can convert to flv.

Please let me know if you have any questions.

Thanks! Grace

Assets part deux.zip

HD 30sec FINAL.mp4 12069K



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Jakob Nielsen

Designing Web Usability "Electronic mail is getting to be an immense productivity sink... The main benefit of an intranet is across the organization communication. One of the main goals of intranets should be to get rid of unnecessary email."

blend

Blend > Team Discussion > Other things in Latin

Team Discussion

Use the Team Discussion list to hold newsgroup-style discussions on topics relevant to your team.

Actions • Settings •

Threading

Edited: 10/25/2010 10:30 AM by Admin

Other things in Latin...

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Integer at eros metus, eu elementum sem. Pellentesque a nunc. Nulla facilisi. Sed consectetur pharetra mauris eget pellentesque. Nulla congue consectetur felis eget vulput

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Posted: 10/25/2010 10:30 AM by Admin

I do not speak Latin.

℅Show Quoted Messages

Blend > Tasks > New Item Tasks: New Item	n
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	OK Cancel



Collaboration: Questions

- What are employees using for collaboration now?
- How could a different collaboration system improve this?
- What is the potential for user adoption?
- What types of activities are key for collaboration?



Employee Directory

*Difficulty: Easy*Single most-used feature on any intranet
Drives adoption of other features
Implement first?



Employee Directory: Questions

- Should there be any capacity for selfexpression?
- Should employees be given the ability to manage any of their own content?



Employee Directory Survey

Feature	% providing	CNO
Name	98.1%	Х
Phone Numbers	96.9%	Х
Location	82.1%	
Email Address	80.9%	Х
Job Role or Responsibilities	68.9%	Х
Photograph	40.1%	Х
Org Chart Info	21.4%	
Skills or expertise	16.0%	
Availability (away, on leave, etc.)	13.2%	Х
Personal Interests	8.9%	

Source: "Staff Directories", Step Two Designs



Other Features

Out of Office
"I'm out until Tuesday, contact ____"
Status Updates
"I'm working on my sales presentation"
Profile "cards" in Web CMS
IP Telephony Integration

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The Social Intranet

 Intranets should become more like social networking sites

 Employee profiles should allow self expression and activity information

Will employees self-regulate?



Deane Barker 姠 🍄

Content Management Professional; Editor, Gadgetopia Sioux Falls, South Dakota Area | Internet



Deane Barker Headed to Toronto to run a workshop with my client.

41 seconds ago + Like + Comment + See all activity

Current	 Content Management Practice Director at Blend Interactive ゴ
Past	 Developer at Blend Interactive [™] Director Information Systems at NAI Sioux Falls Commercial Developer, Development Manager at BANKFIRST [™]
Education	Augustana College
Recommendations	7 people have recommended Deane
Connections	328 connections
Websites	Company Website Blog
Twitter	gadgetopia
Public Profile	http://www.linkedin.com/in/deane

Summary

I'm a partner in a Web development and consulting firm in Sioux Falls, South Dakota after spending many years in corporate IT.

I'm interested mainly in content management, especially in enterprise intranet scenarios. I've developed several large-scale intranets, and I'm looking for other projects in this field.

Specialties

Fluent in most Web development languages (ASP, PHP, ColdFusion, Rails, ASP.Net, some JSP/J2EE), databases (SQL Server, MySQL, Access, some Oracle), and aspects of Web site and application design and development.

Forward this profile to a connection

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From: LTG Linkedin

Deane's Activity

edit

Deane Barker Headed to Toronto to run a workshop with my client.

41 seconds ago + Like + Comment

Deane Barker is now connected to Tony Rizzo

18 hours ago

Deane Barker is about to leave on a trip to Toronto, Canada for 3 days, via Triplt.

1 day ago + Like + Comment

Deane Barker is now connected to Wendy Sherard and Rob Swenson

2 days ago

Deane Barker is now connected to Roger Anderson, Sarah Ruxin, and 4 other people.

4 days ago

Deane Barker will be presenting at 8th Annual Gilbane

Yvette Nanasi ...having a long day

Profile Contacts



Personal Links

My Website

Contacts





Groups

IGLOO Staff Playbook Blogs Managers

1.1

IM Accounts

🕤 Skype 🗸 🎒 Google Talk 🗸

Yvette Nanasi

Business Development Manager IGLOO Inc.

Contact Information

22 Frederick Street, 6th Floor	Work Phone:	(519) 489-4120 ext 203
Kitchener, Ontario	Mobile Phone:	(519) 574-0100
Canada, N2H 6M6	Fax:	(519) 489-4121

Activity Summary

Added "Spanish Master Terms of Service"	7 weeks ago
Added "Spanish Anti Spam"	7 weeks ago
Added "Spanish Privacy Policy"	7 weeks ago
Added "Spanish Terms of Use"	7 weeks ago

About

Yvette is involved in Business Development activities with IGLOO Inc.- an innovative web 2.0 start-up specializing in On-demand Communities and Social Networking Solutions. The most recent project Yvette spearheaded for IGLOO was the Manufacturing Innovation Network (MIN) – an online knowledge exchange for Waterloo Region manufacturing companies which aims to assist manufactures to Build Awareness, Foster Innovation and Compete Globally.

When Yvette is not assisting associations, organizations, schools and corporations in developing and deploying their online community solution, she enjoys reading, movies, golf, fishing and spending time with her family.

Expertise

web 2.0, technology, social software, social networking, professional social networking, CSN, corporate social networking, consulting, online campaigns, online communities, on-demand communities, IGLOO, SaaS, collaboration, e-engagement, community solutions

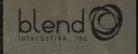
Send a Message Add Contact

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Five Common Areas

Communication and Reference
Search
File Management
Collaboration
Staff Directory



The Road Ahead

Formalize today's discussion
Intranet Strategy Brief
Plan first iteration functionality
Functionality
Information architecture
Wireframes
Designs



User Adoption



Myth #1

If you build it, they will use it.



Myth #2

Newer is always better.



Myth #3

We always have the user in mind when we make changes.



70% of CRM projects failed primarily because of lack of user adoption.

Put Enterprise Applications To The Usability Test Usability Drives Adoption, Productivity, And Project ROI Forrester Research, July 2004



A revolutionary change without a user adoption plan is likely to fail.





"User Adoption Strategies" By Michael Sampson

blen

"Second wave people are different than first wave people. They are less capable by themselves of making the leap from what the technology does to how they could use it to make their work better." "Here's something I believe to be true: intranet adoption is more a function of personal and corporate psychology than of technology. Put another way, the greatest technology in the world won't help if your employees aren't interested in using your intranet for whatever reason."

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Deane Barker Gadgetopia November 1, 2007



Why People Resist Change

Fear of the unknown
 Comfort with the status quo
 Pushback on being forced to change
 No sense of the possible future benefit
 Being a key stakeholder in the status quo



Executive Support

 Support for the change is visible from the top of the organization down

 Leadership needs to demonstrate their own usage of the change



Real-to-Life Scenarios

 A case study of a real-life use of the change and how it benefitted the organization
 Metrics of change benefits provided in aggregate



Classroom Training

Limited scope Geared to teach basic concepts only Either formal/scheduled or informal/drop-in



Reference Material

Intranet-based resources

- Screencasts
- Screen captures
- Tutorials



Facilitated Group Re-imagining

Meet with user groups and analyze needs
 Demonstrate how the change can fulfill those needs



Embedded Champion

Train one expert user per functional group
 That user will locally champion the change

Sandbox

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Create a disposable version of the change for users to experiment with



Bulk Loading Party

 Have an immersive event to load initial data into the tool



Zero Other Options

Remove all other options, leaving the new tool as the only remaining choice



A revolutionary change without a user adoption plan is likely to fail.