

# Intranet Development

*Prospectus*

## **Emerging Innovations**

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**El Intranet**



## Introduction

Thank you for enquiring about Emerging Innovation's Intranet development service. This prospectus will hopefully help you understand a little more about the values and level of service that you can expect from Emerging Innovation as a company and more about how we can help you to achieve your organisation's intranet goals.

## About Emerging Innovations

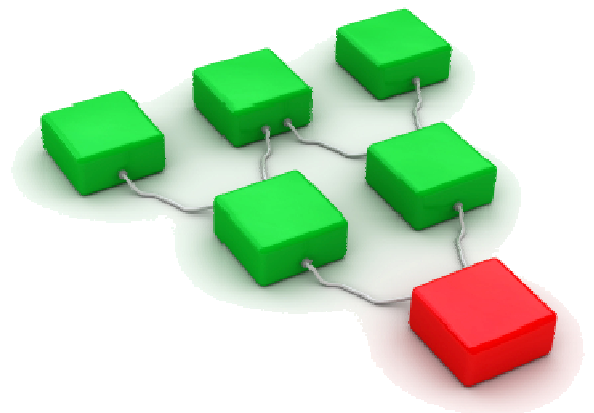
Emerging Innovations aims to bring the best of the web and its associated technology solutions to corporate and professional organisations such as yours. We are linked with The Training Team and the Technical Development Group and are therefore able to provide a fully cohesive integrated package for your growth needs.

## Why an Intranet?

You may already have undertaken some research into Intranet systems and may already be committed to obtaining an Intranet solution. Even if you have, it's worth taking just a moment to review what the Intranet can do for your organisation.

## Footloose Working

Want to work from home? Need staff to work at a remote location? Sales people at the airport on a four hour stop-over? All of these scenarios used to mean that this was lost time to the working business day but with a suitably built Intranet system each user can work anywhere that they have an available internet connection to their PC, PDA or mobile.



## **Instant Collaboration**

With standard networking tools, using IT to collaborate on a document can be difficult even for people who share the same office! However, with a document repository management system the storage, retrieval and collaboration between different users on a single document can be made simple. With version control and check-out processes in place managers always know what's happening with their data.

## **Technological Integration**

When you start to pull disparate technologies together, as Emerging Innovation often does, the real power of using a management system like an Intranet becomes apparent. Being able to send an SMS text message to a client to say you're looking forward to meeting them in half an hour; allowing your sales force to view a client sales history on their mobile phone before making a recommendation on their next purchase, or simply keeping track of shipments in real time. Use your Intranet system to draw together these different technologies to really enhance the way that you work.

## **Systems and Procedures**

As a manager in your organisation you will appreciate that it is vital to have set systems and procedures to ensure that your staff, and sometimes even your customers, complete the correct steps and in the correct order. You may also know that no matter how much time and money you put into training it is always possible for a mistake to be made.

Minimising and eliminating such mistakes is the goal of the Intranet. Depending upon your exact requirements, the system acts as a guidance tool to ensure proper decisions are made, a source of information to ensure key facts are at hand and where necessary as a strict enforcer of protocol to prevent certain administrative procedures being done before other things have been completed.

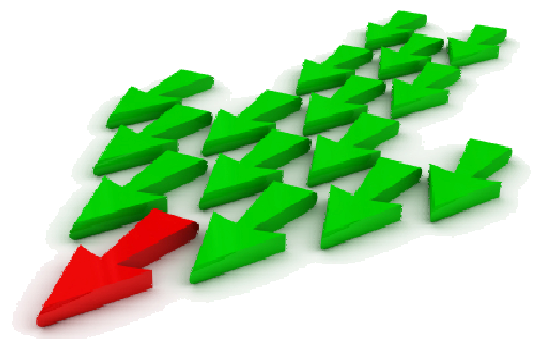
## **Monitoring and Reporting**

With all of your key data stored in one place not only does reporting for management meetings become much easier but it can also be viewed in real time. What are the sales figures for this morning? How many client calls have been logged? What is the average number of support tickets being logged at the moment?

By ensuring that the monitoring and reporting tools meet your key business requirements you will be able to spend your time making management decisions rather than trying to piece together the information needed to figure things out.

### **Extranet Integration**

Communicating with your customers is absolutely vital. But how much time can you afford to continually deliver the information that you know that they want? With the logical development of an Intranet system comes the option to expand it to your existing website and form an Extranet. Allowing your clients to log in securely and see for themselves the latest statistics on their project puts your customer at ease and ensures they don't have to continually 'phone for an update, allowing you to get on with the job that you're being paid for.



## Development Approach

We need to understand your organisation's way of working and its priorities as much as possible in order to scope the perfect intranet for you. Working within the parameters that you lay down for us our team will make a recommendation on how the overall intranet system could work for you. We'll then present that to you to ensure it's what you need.

Whether we are at the start of the development process or working our way through it we ensure buy-in at every stage and from every level. We need to ensure that the product that we deliver for you not only works to the specification but that the specification itself reflects the way your key workers handle the data and tasks that they're entrusted with.

This means that as part of the development approach, Emerging Innovation takes on a quasi-consultative role in order to both advise and check on the procedure for the operation of the Intranet that is being laid down. We find this way of working often uncovers potential pitfalls in the planned roll-out that can then be planned away in the early stages.

We also take a good look at any existing data that you may want to be transferred to your new Intranet and make sure that the transfer can be done with the minimum of fuss as close as possible to the go-live date to ensure minimum or zero downtime for your systems.

When the development has been done and the product is ready to be rolled out we ensure we are available to handle any teething problems that may arise and to answer any queries that new users may have.



## Technologies

Emerging Innovations work on an open-source development platform using PHP and an appropriate database to your needs. Our solutions are web based and are recommended to be hosted externally on a suitable hosting package that we can recommend to you or can be installed on your local intranet server. Other technologies are utilised as required depending upon your needs.

## Project Management

Emerging Innovations' in-house project management skills are at your disposal to ensure you receive regular updates on your project and that the initial specification and any change requests are dealt with in a professional, thorough manner. This ensures that we will deliver your Intranet system on time and on budget and that any surprises to the project can be minimised.

## Support and Training

We want to take every step to ensure that your finished Intranet system is a complete success. This means that we would strongly recommend a training programme for your staff. As a development house that has *The Training Team* as its partner we are well placed to deliver that and can provide laptops and venues for training to take place if required.

We also re-assure you that we offer you the same high level of after-sales service that we offer all of our customers which includes a suitable warranty on your intranet system, regardless of whether the optional annual support contract is purchased and that consultative visits for any upgrades or additional training can be provided upon request.



## Next Steps

We hope very much that this document has given you some more information about Emerging Innovations as a company and about the possibilities that an Intranet can offer your organisation. If you would like to move forward then please do not hesitate to contact David McLeary on 01268 578 578 or e-mail [david.mcleary@emerg-in.com](mailto:david.mcleary@emerg-in.com).

After an initial telephone consultation we'd like to meet up with you either at your office or at our premises near Wickford in Essex. All of our conversations, of course, are without obligation and we respect the confidentiality of anything that you tell us.

Good luck with your business Intranet needs and we look forward to hearing from you.

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**Intranet ♦ Web Development ♦ Software  
Training ♦ Consultancy**

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