



Employee Intranet

Project Documentation

December 2018

Welcome.

Table of contents

Project

The Team	02
Goal + Guideposts	03
Roles + Responsibilities	04

Strategy

Technology	05
Office UI Fabric	06
Content	07
Page Templates	08
Sitemap	09
Prototype	10

Design

Home	12
Departments	13
Department	14
Teams	15
Training	16
Benefits	17
Forms	18
Policies & Procedures	19
Resources	20

The Team

Leadership

Rodney Barnes, Director

Human Resources

Paul Alexander, Director

Information Technology Services

Kevin Goncalo

Training Manager

Julie Bassett

Employment Manager

Ashlee Burton

Compensation Manager

Marci Nauman

Health Benefits Coordinator

Information Technology Services

Larry Colbert

Applications Manager

Sue Gulch

Project Manager

Matt Arriaga

Team Leader

Seth Scott

Designer

Matt DeIvecchio

Developer & Administrator

Goal

"Design, build, and launch a simplified and contemporary employee intranet enhancing and optimizing daily work for each and every Manatee County staff member."

Strategic Guideposts

Keep it simple

Quality over quantity

Utilize O365

Leverage integration with Microsoft

Design for change

Emphasize long term flexibility

Prioritize content

Cultivate timely and relevant content

Sunset legacy system

Transition content and service

Roles & Responsibilities

IT Services	Administration	SharePoint Administration	Design & Development	Design and build environment	Support & Training	SharePoint support and training
Human Resources	Content Management	Create and manage content	User Management	Oversight of department liaisons		
Departments	Content Contribution	Contribute and manage	department content			

Technology

Environment

Sharepoint Online

Modern pages offer cloudbased, dynamic, responsive, and ADA compliant web experiences

Design & Development

Fabric UI

Microsoft Office official design standards

SharePoint Framework (spFX)

SharePoint application and extension development

react.JS

Native JavaScript development

Integration

Microsoft O365

Seamless integration with all applications and file types

Current Systems

Cherwell, Arc GIS, PowerBI, Cognos 11, Microsoft Project

Digital Media

Youtube, Vimeo, Flickr

Social Media

Facebook, Instagram, Twitter



Office UI Fabric

Overview

A responsive, mobile-first, front-end framework for developers, designed to make it simple to quickly create web experiences using the Office Design Language.

Typography

SIZES

ms-fontSize-su	42px	Light
ms-fontSize-xxl	28px	Light
ms-fontSize-xl	24px	Light
ms-fontSize-xl-plus	24px	Light
ms-fontSize-xl	21px	Light
ms-fontSize-l	17px	Semilight
ms-fontSize-m-plus	15px	Normal
ms-fontSize-m	14px	Normal
ms-fontSize-s-plus	13px	Normal
ms-fontSize-s	12px	Normal
ms-fontSize-xs	11px	Normal
ms-fontSize-mi	10px	Semibold

Colors



Icons



Content

Inventory

Analytics

Reviewed analytics from last three calendar years

Filtering

Analyzed each of the 700+ existing iNet pages with three questions:

1. Is this information current?
2. Is this for employees only?
3. Is this applicable to all employees?

Optimization

After analytic review and filtering process, we are left with 25 premium pages of intranet content.

Data Model

Departments

All data elements have department ID

Content Pages

Layout tools and other elements for displaying information

Links

Standardized organization of external resources

Documents

Digital docs (e.g. PDF, DOC, PPT, XLS)

Events

Calendar of all department events

News

Department tagged news

Page Templates

Home

Owner: Human Resources
Root page with priority links to top resources (e.g. Org Charts, Cherwell, Webmail, Phonebook)

Top Level

Owner: Human Resources
Priority pages designed and organized to make good sense. Top level pages build the navigation menu and should take precedence in the design process.

Departments

Owner: Department Assigned
Department page with targeted content specifically for all employees
Each department site is enabled with News, Events, Links, Documents, and Contact elements

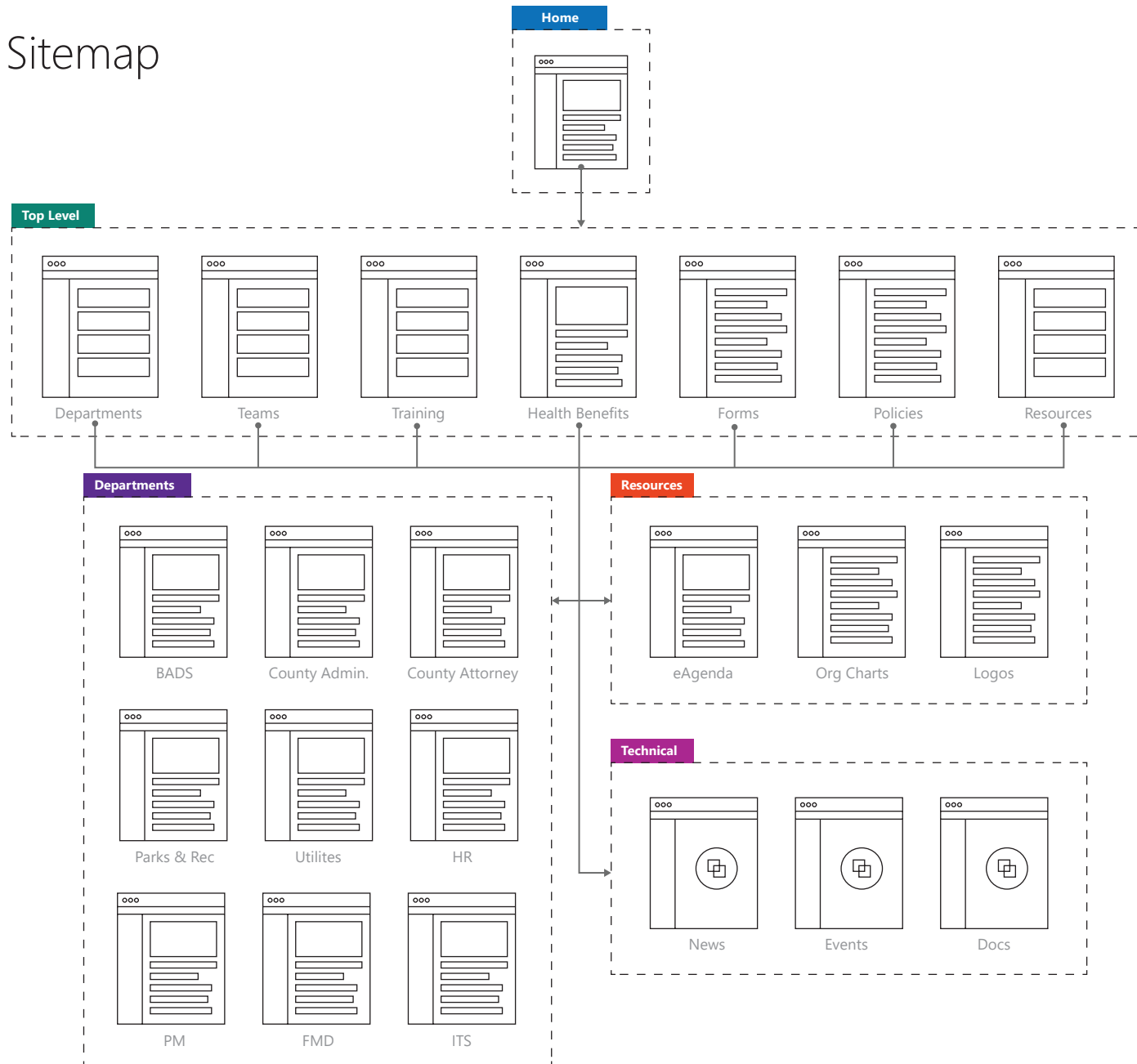
Technical

Owner: ITS
Dynamic administration pages with custom programming and functionality

Resources

Owner: Department Assigned
Administration priority pages applicable to all County employees and managed by a single department

Sitemap

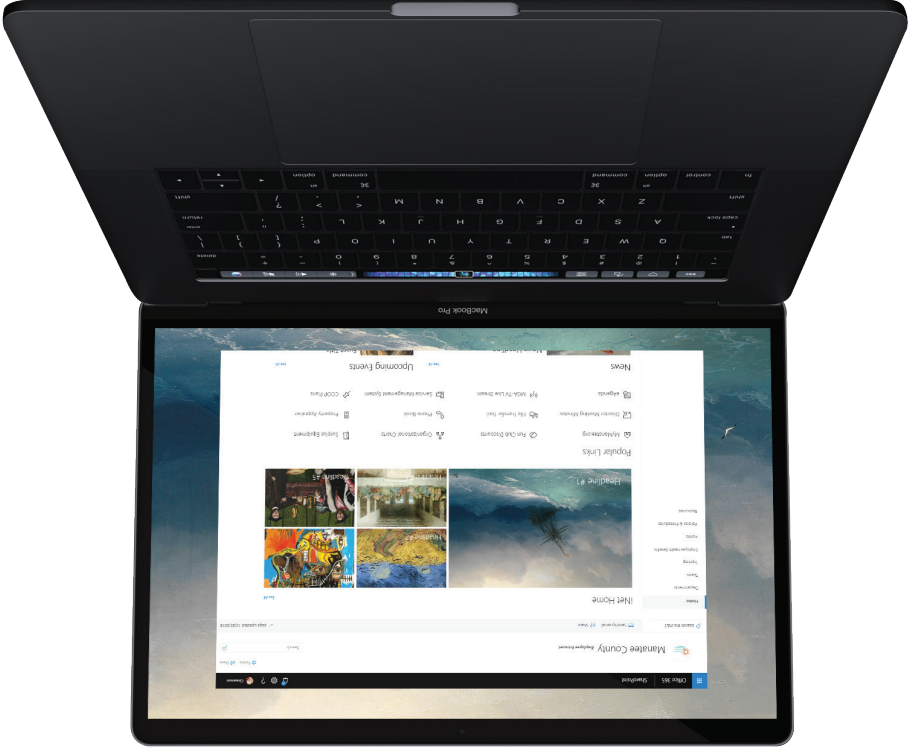


Prototype

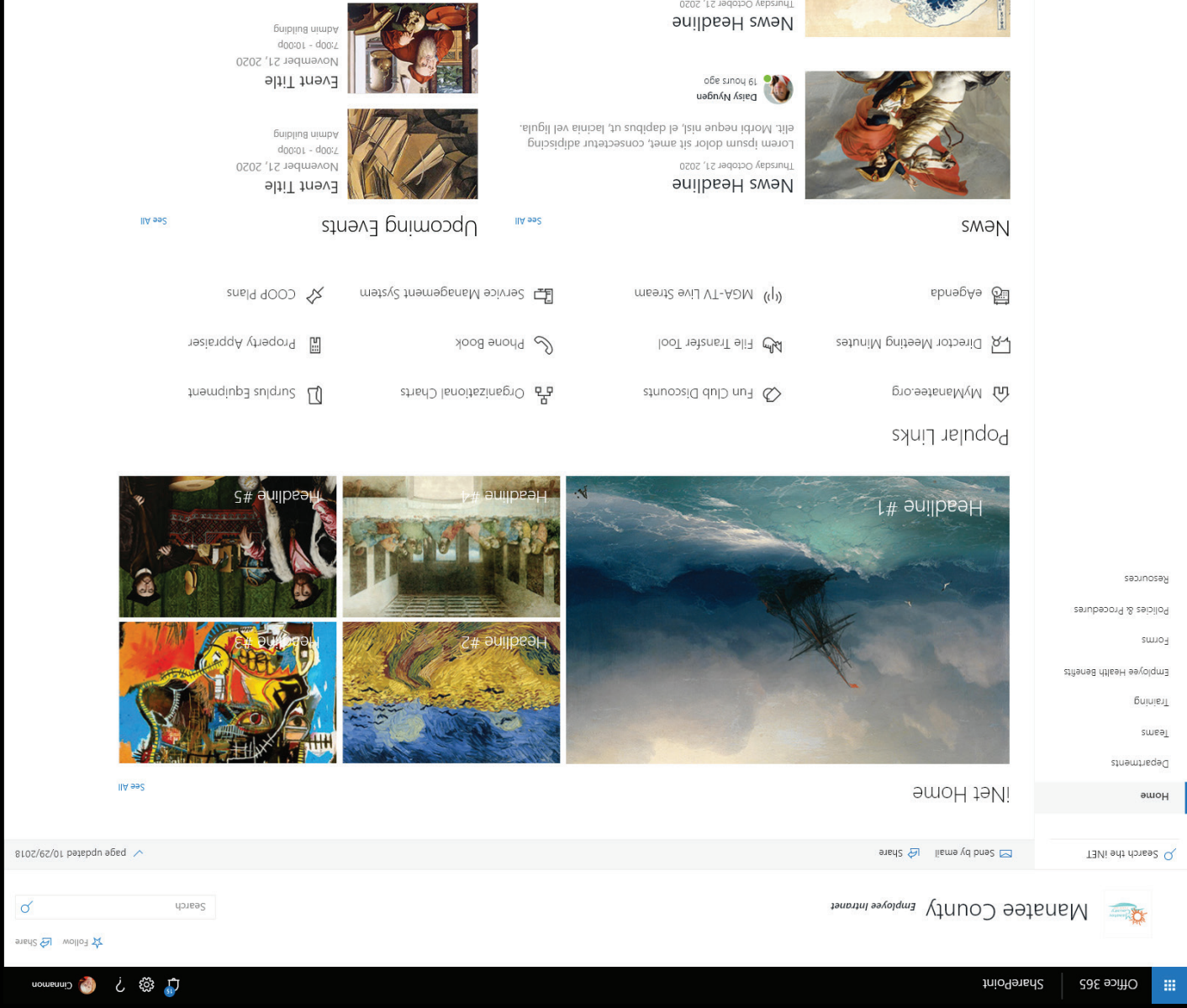
Features

- Interactive Sitemap
- Clickable infographic of page hierarchy
- Detailed Mockups
- SharePoint Online designs
- User Experience
- Working navigation for quality testing

[*http://407seth.com/prototype](http://407seth.com/prototype)



Designs



Office 365SharePoint

Manatee County *Employee Intranet*

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page updated 10/29/2018

Home

Departments

Teams

Training

Employee Health Benefits

Forms

Policies & Procedures

Resources

Departments

Building & Development Services

Community Services

Bradenton Area Convention & Visitors Bureau

County Attorney

County Administrator

Financial Management

Human Resources

Information Technology Services

Neighborhood Services

Parks & Natural Resources

Property Management

Public Safety

Public Works

Utilities

Redevelopment and Economic Opportunity

Agencies

Agencies

Human Resources

Information Technology Services

Property Management

Office 365

SharePoint

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Department Title

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Director: John Smith

Executive Assistant: Kim Botswana

Phone: ext.4559

Email: johnsmith@mymanatee.org

County Admin Building

MyManatee.org

Fun Club Discounts

File Transfer Tool

MGA-TV Live Stream

Agenda

Director Meeting Minutes

Documents

2018 Budget Presentation

2018-19 Budget Tables

PMO Meeting Notes

Holiday Flyer

Name	Date Modified	Modified By	Sharing	File Size
New Hire Form	3/21/2020	Teresa Barnesworth	Read	5 KB
2018 Budget Presentation	4/22/2019	Townsend Pete	Read	31 KB
2018-19 Budget Tables	7/22/2017	Lebron James	Read	95 KB
PMO Meeting Notes	4/12/2017	Charles Froman	Read	62 KB
Holiday Flyer	9/8/2020	Franz Schmitt	Read	33 KB

News

News Headline

Thursday October 21, 2020

Jane Smith

19 hours ago

lorem ipsum dolor sit amet, consectetur adipiscing elit. Morbi neque nisl, dapibus ut, lacinia vel ligula.

News Headline

Thursday October 21, 2020

Admin Building

November 21, 2020

7:00p - 10:00p

Event Title

News Headline

Thursday October 21, 2020

Admin Building

November 21, 2020

7:00p - 10:00p

Event Title

Upcoming Events

See All

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Teams

Power Speakers of MCG


United Way

Sustainability


Manatee Millennial Movement (M3)

Greater Manatee Chapter, F.W.G. Inc.


Southwest Tax Increment Financing (SWTIF)




Toastmasters International



United Way

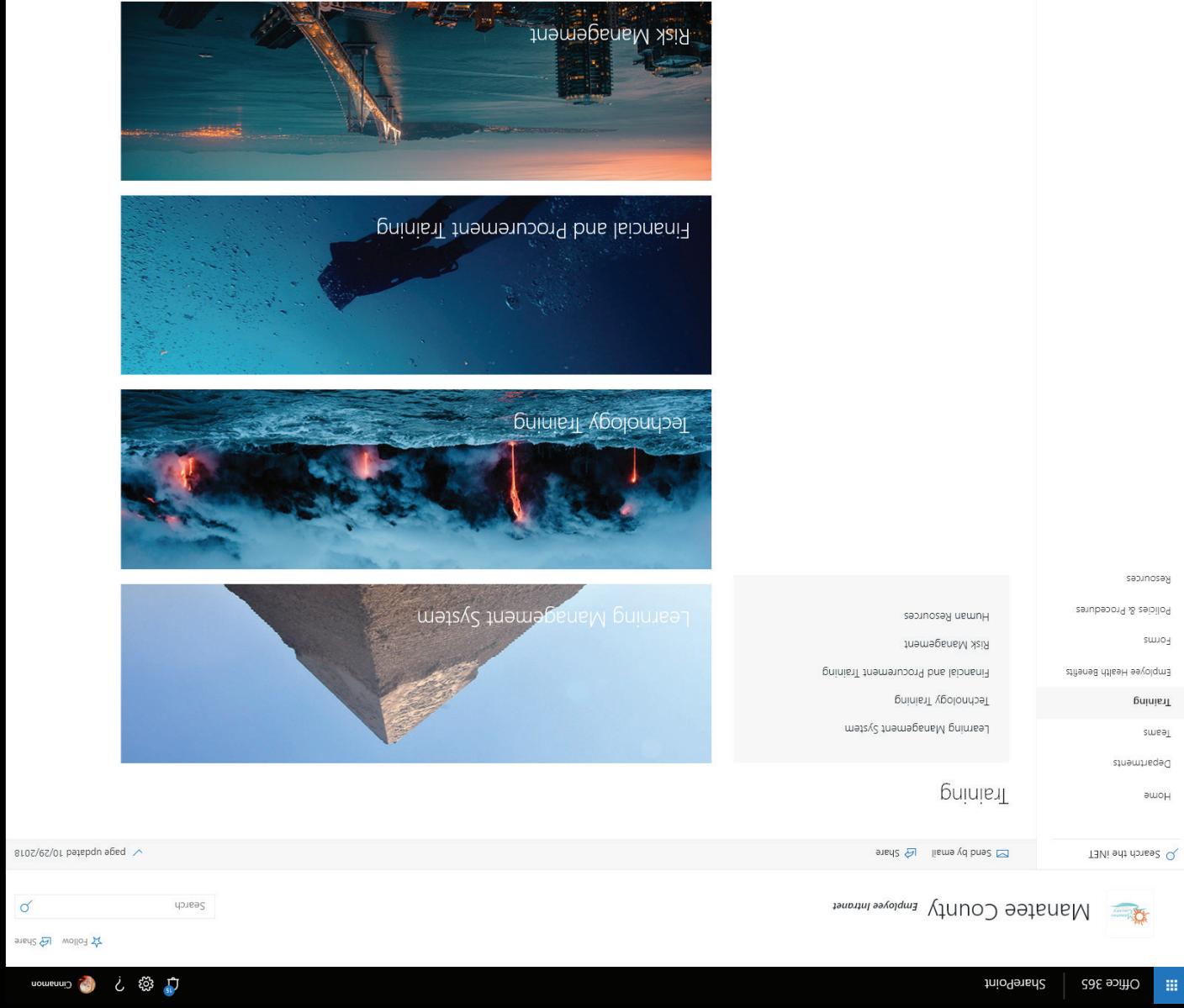


Sustainability







Manatee Millennial Movement (M3)


15



Office 365

SharePoint

 Cinnamon

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Home

Departments

Teams

Training

Employee Health Benefits

Forms

Policies & Procedures

Resources

Employee Health Benefits

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Mauris accumsan semper faucibus. Nulla semper erat id enim aliquam pellentesque. Etiam ac facilisis dolor. Nunc ultricies semper ipsum, quis iaculis nunc tincidunt non.

Director: John Smith
Executive Assistant: Kim Botswana
Phone: ext.4859
Email: johnsmith@mymanatee.org

MyManatee.org

Fun Club Discounts






Director Meeting Minutes

File Transfer Tool


eAgenda

MGA-TV Live Stream

Documents

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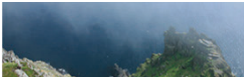


News Headline

Thursday October 21, 2020

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Morbi neque nisl, el dapibus ut, lacinia vel ligula.

 **Mary Donahogue**
19 hours ago




News Headline

Thursday October 21, 2020


Lorem ipsum dolor sit amet, consectetur adipiscing

Upcoming Events



Event Title

November 21, 2020
7:00p - 10:00p
Admin Building



Event Title

November 21, 2020
7:00p - 10:00p
Admin Building

17

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SharePoint

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Home

Departments

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Policies & Procedures

Resources

Forms

Financial Management (12)

Human Resources (20)

Administration (4)

Employee Policy

2018 BCC Meeting Schedule

2017 County Attorney Annual Report

Creating an Agenda Item for BCC Meetings

Information Technology Services (12)

Property Management (23)

Utilities (16)

Utilities Flyer

Power Consumption Worksheet

Going Green

Special Contact List

Name	Date Modified	Modified By	Sharing	File Size
Utilities Flyer	4/22/2022	Franz Schmitt	Read	3 KB
Power Consumption Worksheet	4/22/2022	Franz Schmitt	Read	3 KB
Going Green	4/22/2022	Franz Schmitt	Read	3 KB
Special Contact List	4/22/2022	Franz Schmitt	Read	3 KB

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Resources

Home

Departments

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Policies & Procedures

eAgenda

Organizational Charts

COOP Plans

Style Guide / Logos / Letterheads

Employee of the Month

Fun Club Discounts

Agenda

Organizational Charts

COOP Plans

Style Guide

Style Guide

COOP Plans

Organizational Charts

Agenda

Thanks 😊

