

Business Intranet — Deliverables

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About 'Cloud Box Business' deliverables

The list of deliverables below is applicable to orders placed after **1 July 2020**. If you have placed an order before that date, please contact us for your package details.

Additionally, if you'd like to switch to a different package upon renewal, please don't hesitate to reach out to Cloud Design Box. You can contact us via email at info@clouddesignbox.co.uk or by phone at +44 01482 688890.

Thank you for choosing Cloud Design Box.

Implementation and ongoing support

The implementation phase includes strategic planning guidance, tailored advice on SharePoint architecture and page design, and the creation of an initial set of intranet sites that adhere to best practices for navigation, security, and usability.

The implementation process is supported by integrated Cloud Design Box software and trainer-led workshops to equip your employees with the skills needed for success.

Ongoing support builds on this foundation, offering unlimited technical assistance, opportunities for user adoption discussions, and the ability to request additional intranet sites — or changes to existing sites — as needed.

Licensed customers also benefit from regular software updates and new feature releases to enhance their platform over time.

Table of implementation services

Implementation service	Description
Advice on modern SharePoint page design	Practical advice on designing and maintaining user-friendly and visually appealing SharePoint pages, in order to improve communications.
Advice on SharePoint Architecture	Expert advice on modern SharePoint structures, governance, and security.
Construction of an initial set of intranet sites	Implementing an initial set of intranet sites in line with best practices for navigation, security, and usability. Additional sites can be requested as needed from our Support Desk, on an ongoing basis.
Software (integrated into the implementation)	Various software from Cloud Design Box which adds consistency and usability to your intranet (see table below). Many software items are deeply integrated into your initial implementation, such as CDB web parts within sites and the CDB Mega Menu.
Strategic planning guidance	Guidance about strategic planning and the successful roll-out of your platform, including advice on effective onboarding and user adoption strategies.
Guidance on auditing file storage	Guidance on methods for auditing your existing file storage, along with reviewing your findings to advise on content migration planning. This service does not include conducting the audit on your behalf or performing the content migration.

Trainer-led Online Workshops	Typically 3 days , unless otherwise agreed. Available in the first year only. Attendees will receive CPD certificates for selected courses.
Viva Connections integration	Integration with Microsoft Teams via Viva Connections: an 'Intranet' button within the Microsoft Teams app.

Table of ongoing services

Ongoing service	Description
Additional intranet sites or updates	Additional sites can be requested as needed from our Support Desk, on an ongoing basis. Similarly, you can ask us to make changes to existing sites e.g. permissions, new libraries, renaming, etc.
Ongoing user adoption discussions	Ongoing engagement in strategic conversations to enhance user adoption, accompanied by experience-driven suggestions.
Software	Various software from Cloud Design Box which adds consistency and usability to your intranet (see table below). Licensed customers will receive software updates and new product features.
Unlimited technical support	Available to several pre-agreed technical contacts within your organisation. Please refer to the SLA specific to your product for details of resolution timescales, scope, etc.

Software

Table of features for the CDB Mega Menu

Feature	Description
Alerts	Text-based alerts can be displayed on the Mega Menu for all users, with varying priority levels.
Consistency	Allows consistent access to resources from any site within SharePoint.
Custom colour scheme	Choose the colour palette to be used on your Mega Menu, to pick up with your company branding and/or SharePoint theme.
Custom logo	Choose the logo which appears on your Mega Menu on all pages.
Customisable menu headings	Choose the headings for your Mega Menu.
My Links	The Mega Menu's "My Links" column allows individuals to set their own favourite links, for use across multiple devices.
News Ticker	The Mega Menu's "News Ticker" displays articles from the current site or across all sites within the managed platform.
Secure and Personalised Mega Menu links	Work with our Support team to ensure links are secured and personalised based on roles and groups.

Table of CDB web parts for Modern SharePoint

Title	Description
CDB Birthdays and Anniversaries	Show birthdays or other anniversaries for the next 30 days, sourced from a custom list on the SharePoint Home Page.
CDB Blog Posts	Stay informed with updates on new features, blog posts, videos, and enhancements from CDB and Microsoft.
CDB Call to Action	Share important information with colleagues or guide them to a specific section of your platform.
CDB FAQs	Build searchable FAQs.
CDB Google Search	Integrate a Google Search bar into any SharePoint page, enabling users to quickly find information without leaving the intranet.
CDB Hero Banner	Welcome visitors to a page with a striking visual and a clear call to action.
CDB Hero Search	Welcome visitors with a personalised greeting and a search bar, beautifully complemented by a choice of stunning background designs.
CDB My Events	Show events from your personal Exchange calendar on a SharePoint page.
CDB My Line Manager	Show an employee their line manager and lets them start a Teams chat with them.
CDB My Profile	Welcome visitors with a personalised message and some useful links.

CDB Promoted Links	Show dynamic links to pages, libraries, or channels within the current site.
CDB Redirect	Redirect to any other SharePoint page.
CDB Section Breaks	Break up content within your page with a wide choice of styles such as curves, clouds, and wedges.
CDB Showcase	Display a slideshow of images from a SharePoint image library.
CDB Staff Briefing	Show the latest document from a selected library and provide a link to an archive.
CDB Staff Directory	Show contact details for colleagues from their Microsoft 365 profiles, with filters for name, job title, department, and location.
CDB Web Links	Manage links in one place and show them on any page within the site.
CDB Word of the day	Show a new word or phrase each day. Choose a set of words from our standard word bank, or manage your own custom word lists.

Table of CDB Viva cards

Title	Description
CDB Birthdays and Anniversaries	Displays birthdays or other anniversaries for the next 30 days, sourced from a custom list on the SharePoint Home Page.
CDB Highlight Employee	Spotlights a staff member with their photo and contact details.
CDB My Line Manager	Show an employee their line manager and lets them start a Teams chat with them.
CDB Staff Directory	Show contact details for colleagues from their Microsoft 365 profiles, and search for people by name.
CDB Word of the day	Show a new word or phrase each day from our standard word bank.

Software updates and bug fixes

- For all the above software

Version Control

Version	Date	Modified By	Approved By	Version Notes
1.0	08/04/2024	Darren Hemming, Joe Scott, Tony Phillips	Darren Hemming 10/04/2024	First Version
1.1	14/08/2024	Darren Hemming	Darren Hemming, Tony Phillips 14/08/2024	Addition of Staff Directory web part, and clarification that the list for the Birthday's and Anniversaries Viva card must sit on the SharePoint Home Page.
1.2	06/02/2025	Darren Hemming	Tony Phillips 11/02/2025.	Addition of CDB Hero Search web part, Birthday and Anniversaries web part, and CDB Staff Directory Viva Card. Services and Software lists reformatted as tables.
1.3	01/05/2025	Darren Hemming	Tony Phillips 01/05/2025	Clarified scope of audit guidance and explicitly excluded content migration from service definition.