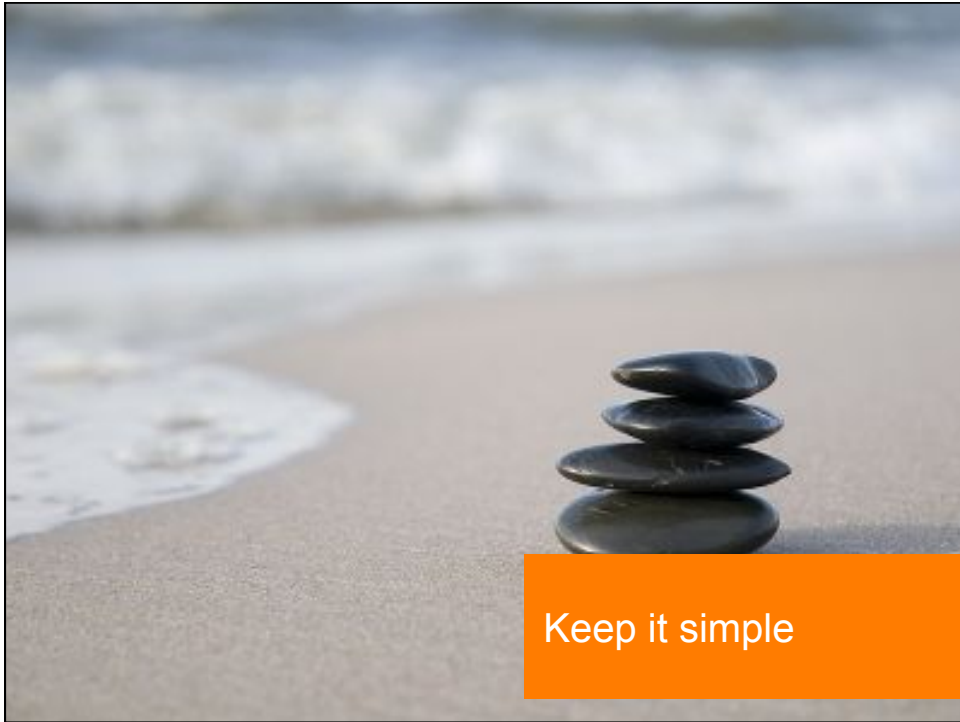




{ Gives you a clear mechanism for resolving content disputes on the homepage }

### Homepage policy should include

- Primary purpose of the homepage
- Secondary purpose of the homepage
- Various roles and responsibilities of homepage stakeholders and managers
- How disputes will be resolved



Keep it simple

## Step Two DESIGNS

### Intranet homepage policy

**Overview**

This policy outlines ownership, go to at least.

**Ownership**

Ownership of the intranet homepage sits within the marketing team. The intranet homepage on a day-to-day basis is for information on content.

**Governance and issue re**

Governance regarding each element to the homepage will be established necessary, unless the intranet sponsor decision of the intranet sponsor is.

**Primary purpose**

The intranet homepage is the primary carry out their jobs on a day-to-day be reserved for navigation. These

- Top navigation (links to unit)
- Common page elements (e)
- Links into the site
- quicklinks

**Secondary purpose**

Secondary functions, are limited to include but are not limited to:

- presentation and position the logo as well as the general site of the homepage as a
- those stories that are most profiling of business units.

**LIVE!**

LIVE is Q Invest's social intranet, culture and environment at Q Invest

**Document Control**

Contact	Manager, Mark
Effective	22 August 2011
Previous versions	None
Sign-off	

**Calendar**

- Displays the latest (by date) three calendar items
- Corporate calendar used for Q Invest events, management meetings and public holidays

**Search**

Searches intranet and staff directory content.

**Top navigation links to underlying site content. Managed by the intranet manager.**

**Q Invest news**

- Displayed by default
- managed by the intranet manager
- includes relevant corporate wide news stories
- updated at least twice a week

**My news feed**

- customised by users
- can include role or location specific news

**Industry news**

- Automated news feed from recognised industry bodies including: xxx, xxx, managed and configured by the intranet manager

**Site map**

- Navigational element depicting site structure
- Changes to site structure must be approved by the intranet manager incorporating user centred design techniques

**Search**

- Linking users to the content they need to access (default set managed by intranet manager)
- Able to be customised by individuals using the edit link

**Shortcuts**

- Displays most commonly used forms
- List is managed and maintained by the intranet manager based on usage

**Forms**

- Marketing campaign used to promote projects and campaigns
- Temporary item, changed weekly and rotating on refresh when there is more than one item to display
- Managed by the intranet manager

**Feature**

- Displays the latest (by date) three items posted to the noticeboard
- Used to promote LIVE and encourage staff to access
- See the LIVE page for noticeboard governance

**LIVE time**

- Promoting 90 seconds with or feature article from the LIVE site
- Used to promote LIVE and encourage staff to access

**LIVE Noticeboard**

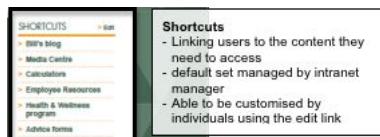
- Displays the latest (by date) three items posted to the noticeboard
- Used to promote LIVE and encourage staff to access
- See the LIVE page for noticeboard governance

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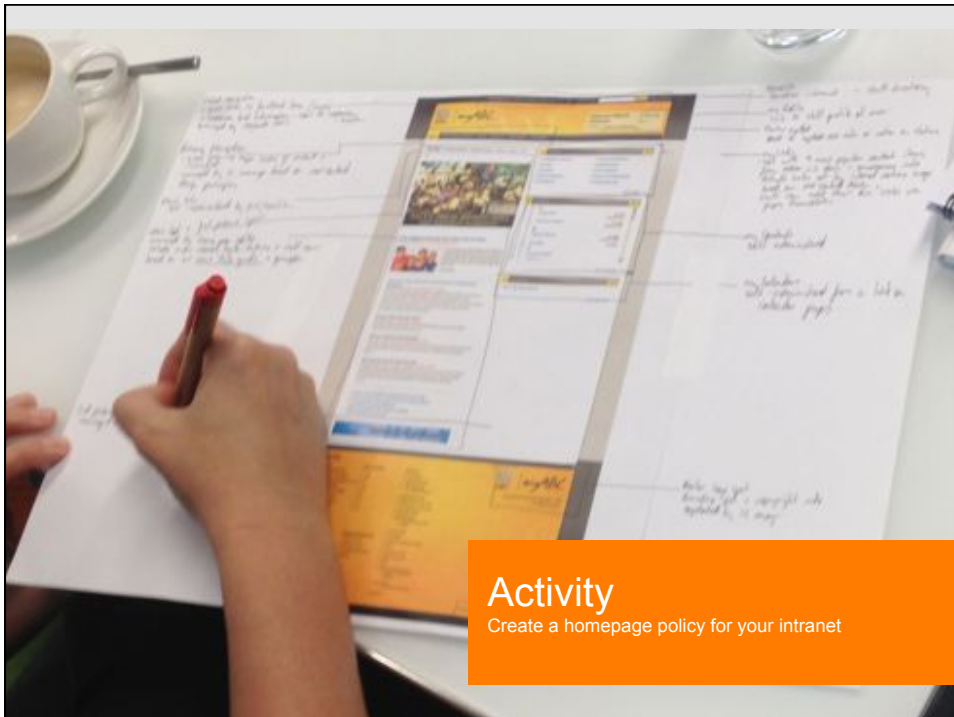
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## Annotate each section of the homepage

- What (purpose of the element)
- How (it is maintained/governed)
- Who (is responsible)



What  
How  
Who



**Activity**  
Create a homepage policy for your intranet

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