

Intranet Launch Checklist

Use this checklist to ensure a smooth and successful intranet launch. Each item is designed to keep your team aligned, informed, and ready for rollout:

- Define launch goals and KPIs
- Assign internal project team (IT, HR, Communications)
- Select and configure intranet platform
- Audit existing content for migration
- Develop new content structure and taxonomy
- Test platform usability and mobile responsiveness
- Prepare training materials for employees
- Schedule internal pre-launch demo with stakeholders
- Launch teaser campaign (emails, posters, intranet banners)
- Set launch date and communicate across teams
- Monitor usage and collect employee feedback
- Plan post-launch content and engagement activities
- Review KPIs and optimize based on feedback