

Intranet Rollout Checklist: Are You Really Ready to Sign Off?

Before calling your **intranet rollout strategy** complete, run one final check from the employee's perspective. The question isn't simply whether the platform is online. It's whether employees across different locations, roles and devices can actually use it without unnecessary friction.

For a **global intranet rollout**, this final review should include technical performance, content, accessibility, governance, training and adoption. A platform that works perfectly for the project team at headquarters can still create a very different experience for someone working remotely, on the frontline or thousands of miles away.

Use this checklist before final sign-off:

- ☐ **Can employees access the intranet from every major location?** Test from locations such as London, Manila, New York and São Paulo rather than relying exclusively on headquarters.
- ☐ **Does it perform adequately outside headquarters?** Compare page loading, search, documents and integrated applications across different networks and regions.
- ☐ **Does mobile work properly?** Test important employee journeys on Android and iOS, not just the homepage.
- ☐ **Is SSO reliable?** Check SSO, MFA, session handling and account recovery inside and outside the corporate network.
- ☐ **Can employees find important information quickly?** Test policies, procedures, people, documents and common workplace questions using realistic searches.
- ☐ **Have frontline employees tested it?** Include warehouse, field, retail, manufacturing or other deskless employees where relevant.
- ☐ **Have remote employees tested it?** Home broadband and mobile connections can expose issues that corporate-network testing misses.

- ☐ **Are permissions correct?** Employees should see what they're authorised to access without being blocked from information they legitimately need.
- ☐ **Is local content available where necessary?** Check regional policies, HR contacts, terminology, languages and location-specific information.
- ☐ **Have managers been trained?** Managers should understand how the intranet supports everyday work and how to encourage their teams to use it.
- ☐ **Are local champions in place?** Give regional employees a way to surface problems and provide ongoing feedback.
- ☐ **Are content owners assigned?** Important pages, policies and documents need someone responsible for keeping them accurate.
- ☐ **Are analytics configured?** Measure active users, returning users, search behaviour, content engagement and other meaningful signals.
- ☐ **Can adoption be measured by region?** A global average can hide poor **intranet adoption** in individual locations or employee groups.
- ☐ **Is there a feedback process?** Employees need a simple way to report confusing content, missing information and usability problems.
- ☐ **Is there a post-launch improvement plan?** Decide who will review analytics, employee feedback, content quality and performance after launch.

You don't need every metric to look perfect before launching. But you should know where the weaknesses are, who owns them and what happens next.

If you can confidently work through this **intranet rollout checklist**, you're much closer to having an intranet that's ready for employees—not merely one that's ready to go live.