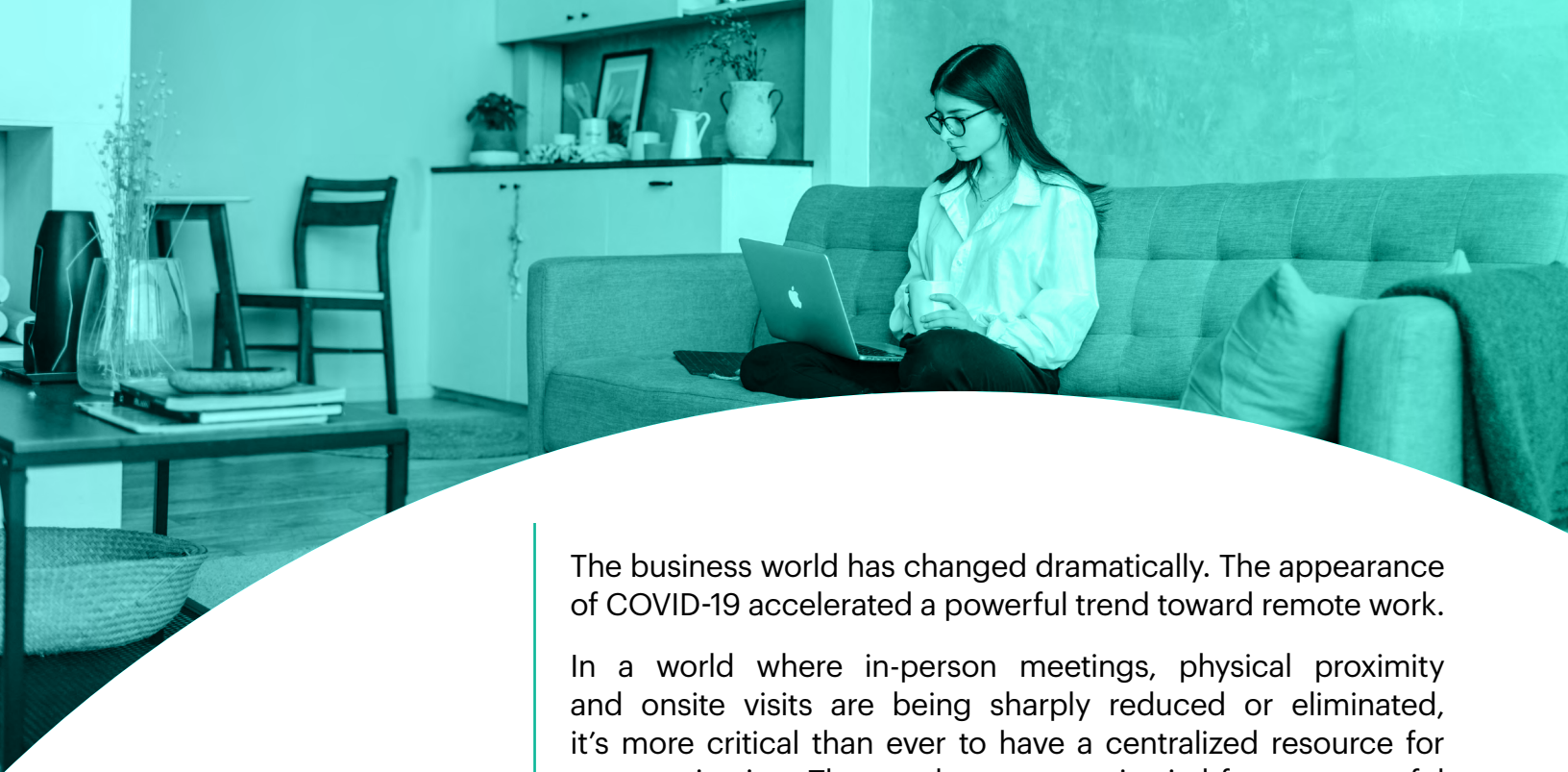




Why Now's The Time For A New Intranet

With The Rise Of Remote Work, Staying Connected Is Critical. A Great Intranet Boosts Productivity, Enables Collaboration And More.



The business world has changed dramatically. The appearance of COVID-19 accelerated a powerful trend toward remote work.

In a world where in-person meetings, physical proximity and onsite visits are being sharply reduced or eliminated, it's more critical than ever to have a centralized resource for communication. The need to connect is vital for a successful business.

Companies must leverage enterprise technology to encourage collaboration, promote company culture and power productivity. The most effective way to achieve this is with an innovative, user-friendly intranet.

How The Business World Has Changed With COVID-19

At the start of the pandemic, many companies weren't equipped to support the shift to remote work. Since then, tech giants like Google, Amazon, Microsoft and Facebook have [led the way](#) in expanding both the expected duration and scope of their work-from-home or telecommuting policies.

In announcing that Zillow employees would be able to work from home at least through the end of 2020, CEO Rich Barton [tweeted](#): "My personal opinions about WFH have been turned upside down over the past two months. I expect this will have a lasting influence on the future of work ... and home."

At companies where employees have returned to the traditional office environment, new measures have changed the dynamics of the workplace. Some protocols — like temperature checks, face masks and frequent deep cleanings — will help ease employees' fears of infection.

Other measures — such as the elimination of the open office plan, staggered arrival times, assigned elevator schedules, reduced in-person meetings and the elimination of large gatherings — may have the psychological side effect of hampering the spirit of collaboration or driving more employees to avoid the office altogether.

That's where an intranet comes in.

Why A Great Intranet Is More Important Than Ever Right Now

With an increasingly dispersed workforce, internal communication takes on unprecedented importance.

Managers must be able to connect with team members, no matter where they are. Organizations need to ensure that their workforce stays motivated and engaged.

Since the transition to remote work happened quickly, many companies didn't have plans in place to support this shift. Without the proper tools and systems, it can be hard to maintain productivity in this new work environment.

Many companies also didn't have a means of centralized information storage, which is essential for people to find the information and documents they need to get work done.

And there's another problem: distraction. When employees use a lot of different communication channels, everyone has to search through a variety of places looking for information. This wastes time and kills concentration.

Remote work calls for a different approach to communication and collaboration. An intranet offers the perfect way to address the challenges of a dispersed workforce, and it promotes high-performance teamwork across your organization. It helps teams stay connected and on track, and it keeps your business running smoothly.

With the right intranet, companies can make working from home frustration-free.

Save Hours Daily While Promoting Productivity And Boosting Collaboration

Even with an intranet in place, companies can still succumb to common pitfalls involving communication, collaboration and productivity. That's why it's so important to ensure that your intranet has the right infrastructure and organization, so that everyone who uses it gets the maximum value.

How Bonzai Strengthens Communication

Your company's intranet is a centralized repository for all [corporate communication](#). Bonzai serves as a hub from which you can send out company-wide announcements or target communications to specific employees.

Bonzai's [powerful message targeting capabilities](#) ensure that you get the right message to the right people at the right time. Plus, targeted messages prevent announcement fatigue by limiting the number of alerts that employees receive daily.



Even when employees are out of the office or working from a variety of locations, they'll always stay connected and feel informed and up-to-date.

How Bonzai Powers Collaboration

A well-organized intranet with user-friendly search capabilities puts every document your employees need right at their fingertips. With the ability to access, edit and collaborate on documents from any location, your employees will be able to collaborate easily and successfully, no matter where they are located.

That's a capability that's more important than ever: The amount of time that managers and employees spent daily on collaborative activities had [grown by 50%](#) in the pre-COVID-19 era, and it has increased in the time since.

How Bonzai Boosts Productivity

Time spent searching for documents is a massive productivity and concentration killer. According to a [study by McKinsey](#), employees spend a fifth of their day just looking for internal information and seeking colleagues to help with specific goals.

Imagine if such tasks could be handled instantly — freeing up valuable hours in each day and eliminating the distraction that comes from having to switch between tasks.

Bonzai features a [powerful, user-friendly global search](#) with predictive suggestions. This innovative feature puts all the information you need just a few clicks away. Want to locate the right people, information and documents in just seconds? Bonzai delivers.

Document Infrastructure Is Everything: Not All Intranets Are Created Equal

Endless searching for documents and information is a morale killer. Surprised? Studies show that document disorganization [causes employees' overall job satisfaction to plummet](#).

All employees must be able to find and quickly access all the information they need to get their jobs done. Does your existing intranet or document management system meet your employees' needs - both for remote work and in the office?

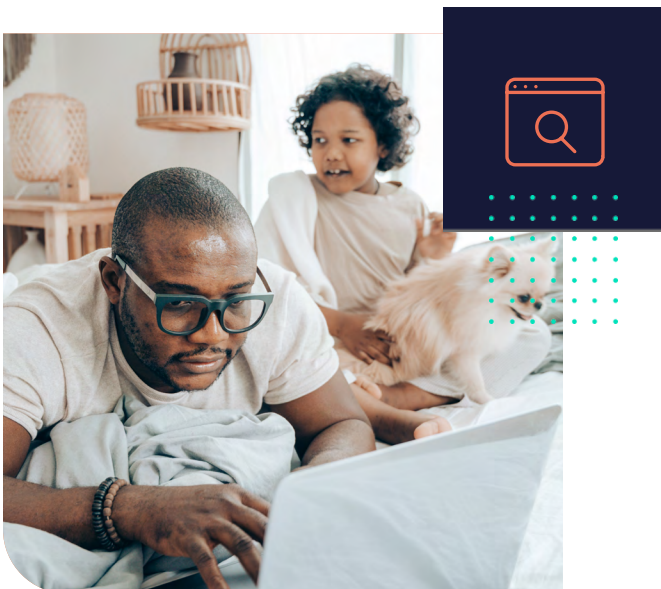
When employees can't find what they need fast, frustration grows and engagement plummets. In the absence of a straightforward and user-friendly system, disorganization multiplies as employees improvise ways to collaborate and store documents on their own.

The problem compounds from there. Mistakes grow, conversations get repeated and the latest versions of documents get lost in the shuffle. These challenges occur in traditional office environments when an intranet is lacking. The damage can be even more dramatic in a remote work environment.

Bonzai offers three powerful functions to make collaboration easy and seamless.

Bonzai Document Management Makes Everything Easy To Find

Search engines have spoiled us: We can find any fact, opinion or piece of content in seconds, simply by typing a query into a search bar.



Unfortunately, most intranets don't have that same capability. The power of search engines depends on creators who tag, label and optimize their content so that search algorithms can find it quickly and easily. But most intranets don't offer those features.

Bonzai offers powerful metadata and tagging capabilities, making it easy for you to find content of any type. Bonzai centralizes all your documents, so that everything from documents to decks to videos is always just a click or two away.

With Bonzai, employees always have access to the latest version of whatever documents they need.

Bonzai Paves The Way For Easy And Effective Remote Collaboration

[Collaboration](#) is critical in the era of remote work. But the way we accomplish it looks very different from before.

Clear and effective communication is vital. As an [often-cited statistic](#) shows, 97% of employees and executives believe that if a team fails to align, the project outcome will suffer greatly.

Bonzai's centralized document portal allows employees to access, download and edit documents on the fly. The document portal can even be used to work offline.

Bonzai makes remote work pain-free. Effective collaboration is easy, and offline work goes smoother than ever before.

Bonzai Reduces Time Spent Searching For People, Information And Documents

Search can be a serious time-waster. According to [research](#), employees spend an average of 18 minutes looking for each document they need.

With Bonzai, you get that lost time back. Our powerful, type-ahead global search uses predictive suggestions to serve up the right people, information and documents in just seconds. Everyone will be able to find things fast and get more work done, while avoiding the frustration and loss of focus that comes from fruitless searching.



Now Is The Perfect Time To Start Or Upgrade Your Intranet

The prospect of [implementing a new intranet](#) can be daunting. But when you consider the clear savings in time, money and frustration that come with it — as well as the boost in productivity — the prospect of pushing this project further down the road is a very bad idea.

Whether your company's stance on continuing remote work involves a phased return to office, a permanent reduction in on-site personnel or something else entirely, you need the infrastructure to support the key activities of business and collaboration, no matter where your employees are.

There are a number of reasons why every business, regardless of industry, size or corporate culture, can benefit from a new intranet.

- **The rise of remote work:** With the rise and continued viability of remote work, your company has a greater need to ensure that employees stay connected, engaged and informed. Professionals must be able to find information quickly and collaborate effectively.
- **The need to achieve time and cost savings across the entire enterprise:** Budgets are tightening and expenses are being scrutinized. It's important to understand the powerful ROI that a great intranet can deliver. At the start of the COVID-19 pandemic, employees had to jump into remote work without the ability and tools to find the information, documents and people they need. That has led to inefficiencies and unnecessary expenses.

Now is the time to take advantage of the best-in-class search, intuitive navigation and targeted communications that Bonzai offers right out of the box. Implementing a new intranet is easy, and it's a simple action that will pay dividends.

- **The opportunity to implement an information structure that will serve your needs best:** The COVID-19 pandemic has forced many companies to improvise. It has changed plans and forced the creation of new policies. Many businesses find themselves with fewer projects, lowered client orders and downward revenue adjustments as everyone navigates the uncertainty and financial fallout of the pandemic.

On the bright side, now is the perfect time to consider your company's organizational needs. This is an opportunity to introduce information architecture that's built for the way your employees work. Doing so now will pave the way for a powerful and personal intranet for years to come.



What Sets Bonzai Apart

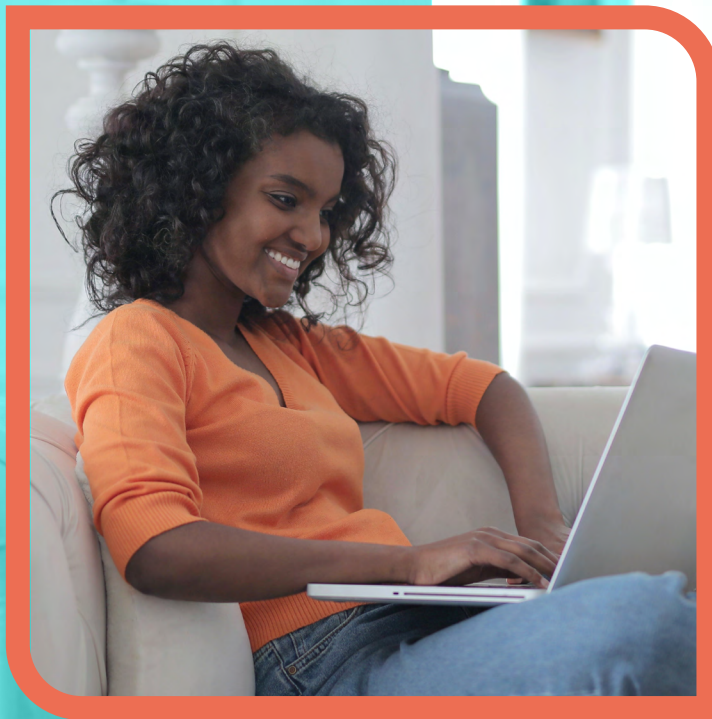
Bonzai is the only intranet with GPS — our innovative combination of Governance, Predictive Navigation and Search. Our intranet-in-a-box SharePoint solution leads the field with each of these three powerful features:



- **Governance:** Most intranet providers leave this to you. But, since we know that maintaining order is crucial to the long term success of your intranet, we'll help you make sure that everything remains in its place. We'll walk you through best practices and help you implement governance plans to manage your information.
- **Predictive Navigation Structure:** We sent thousands of employees on pseudo scavenger hunts to understand how they navigate an intranet and structured Bonzai based on those learnings. No more generic buckets. Whether it's the latest version of a shared document, a colleague's email address or a company-wide announcement, every piece of information is exactly where your employees expect it to be.
- **Search:** With Bonzai's best-in-class search your employees won't waste time looking for the information they need. A user-friendly, intranet-wide search box remains at the top of every page. And, even when employees don't know exactly what they're looking for, we've got them covered with type-ahead search that gives predictive suggestions to lead them in the right direction.

Plus, Bonzai lets you:

- **Target Communications.** Notification fatigue causes employees to tune out important messages. When people are bombarded by irrelevant alerts, they become desensitized to the urgency of any message. Bonzai puts an end to this with its hyper-targeted messaging capabilities. Use Bonzai to target alerts by role, location, department, language and more. Guarantee that your messages get seen, and ensure that your notifications receive the attention they require.
- **Enable Work On The Go.** Bonzai lets you create a user-friendly digital workspace across all devices. It's easy for all your employees to collaborate across teams, departments, locations and more.
- **Connect Employees And Promote Engagement.** Company culture is incredibly important. Bonzai helps you build excitement while strengthening relationships among employees, thanks to its robust social tools. Users can like, share and comment on posts to keep engagement high across your intranet — and beyond. With Bonzai, collaboration is easy and natural, and productivity soars.



What Your Intranet Planning Process Looks Like

You know that a best-in-class intranet can transform the way your employees collaborate, and that it will supercharge productivity and morale. But what does implementing a new intranet entail?

Bonzai is an out-of-the-box SharePoint solution that's designed to get you up and running quickly.

Our onboarding approach is unique in the industry: It's designed to help you deploy a successful intranet in far less time while delivering an unmatched level of quality. Our award-winning delivery process is based on 100+ successful deployments.

Initiation. First, we focus on understanding your organization and the people who work for you. Your dedicated Customer Success Manager will partner with your intranet team to ensure that implementation goes smoothly.

Validation. The most powerful element—and the ingredient that others don't leverage—is validation. We've conducted tree-branch user journey mapping with thousands of employees across all industries, business types and organization sizes. After carefully mapping their navigation habits we can say with confidence—we know where employees look for the things they need. Based on those learnings, we've developed an intranet template that delivers on your users' core need: the ability to find the right people and information, fast.

Governance. During the governance phase, we'll provide a plan to help your intranet team and anyone who will be creating content understand the who, what, where and when. This element is critical to maintaining a well-organized digital workplace long term.

Now that you have a site and a team that understands their roles and responsibilities, we will train them and help them build awareness by populating your new intranet.

Setting up your new intranet will include the following steps:

1. Project Initiation & Planning
2. Content Planning & Strategy Guidance
3. Information Architecture Planning
4. Requirements Validation & Mapping
5. Bonzai Colors Planning
6. Intranet Governance Guidance
7. Content Author & Power User Training
8. Content Migration Support

Bonzai Offers World-Class Support, From Design To Launch And Beyond

From initialization to installation and through your ongoing use of Bonzai intranet, your Customer Success Manager and project team will be with you every step of the way.

Bonzai's delivery methodology can be executed in as little as five weeks, depending on the complexity of your existing environment and defined business requirements.

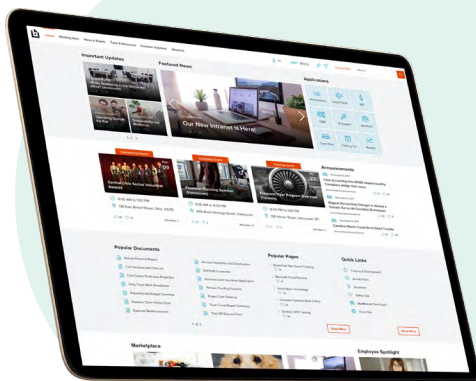
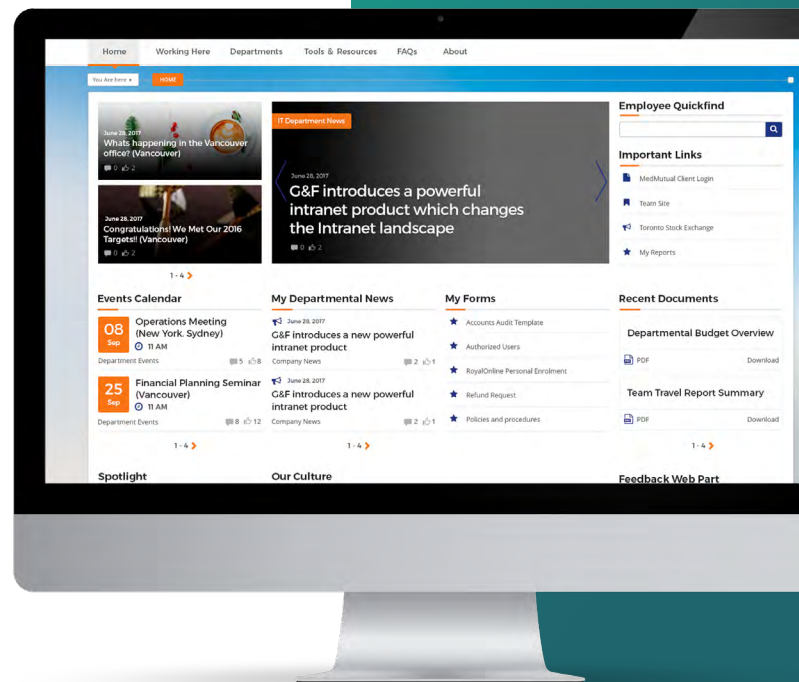
Key Benefits Of Your New Intranet

Implementing a new intranet or upgrading your existing intranet will make collaboration more seamless and internal communication more efficient.

In addition, Bonzai intranet offers the following quantifiable benefits to your organization:

- A **83% reduction** in emails
- Engagement by approximately **84% of employees** at least once a week
- A **64% reduction** in time spent looking for documents

It's easy to see how these key benefits can add up to something more. Engaged employees are happier employees. When it's easier to find things, morale rises and productivity explodes.



Ready To See What Bonzai Can Do For Your Organization?

Schedule Your Demo