

## Could you benefit from a Web Office or company Intranet?

### Self-evaluation questionnaire to print off and mark yourself

		How important is this activity?					
		Yes	No	Very	Fairly	Slightly	Not at all
<b>Finding the information that you need</b>							
1	Can you easily find information held <u>anywhere</u> in the company?						
2	Can you be sure of finding the most up-to-date information?						
3	Can users easily find any document, file, topic, person, customer, supplier, or anything else?						
4	Do people from across the organisation find it easy to share and co-ordinate diaries?						
<b>Remote working</b>							
5	Do people working from home or travelling have secure access to their company data?						
6	Do salespeople and remote support staff have access to up-to-date company information?						
7	Can remote workers easily be kept informed and share their views?						
<b>Building and sharing knowledge</b>							
8	Are people in different parts of the organisation working on the same problem?						
9	Do people waste time having to repeatedly answer the same questions?						
10	Do you have a central source of best practice?						
11	Can you quickly gather opinion throughout the organisation on a particular issue or project?						
<b>Project management</b>							
12	Do you need to keep track of people and tasks?						
13	Do you need to track and control document versions?						
14	Do remote workers have to work as a virtual team?						
15	Do you need to review and update tasks, to delegate, to create or modify databases?						
16	Do you need a quick and efficient way to collect timesheets and expenses?						
<b>Sharing information with others</b>							
17	Do you need to share some of your company information with partners, customers or suppliers?						
18	Do you need to ensure that access to this information is secure and controlled?						
<b>Administration</b>							
19	Would you like to reduce the number of documents that are sent as attachments by internal email ?						
20	Do you have a simple way of making announcements to the whole organisation?						
21	Do people need easy access to documents and procedures in order to conform to regulatory requirements e.g. Employment Law, Health and Safety, ISO 9001 etc?						
22	Do you need an online facility for resource booking? (e.g. for rooms, projectors etc?)						
23	Do you have an easy way of tracking and keeping updated records of all assets around the organisation?.						
24	Business Continuity - is your important data accessible off-site?						

#### Marking you answers

You will be able to assess, from the answers in shaded boxes, how useful a Web Office might be to your business. A Web Office can be set up in hours and deployed within a few days. Because it is a hosted solution there is no hardware or software to purchase or maintain. It costs £35 per month for the first 5 users and reduces in price per user as you add more users (see [www.aimintranets.co.uk](http://www.aimintranets.co.uk) for full price list - where you can also have a **30 day free trial**). You can also view an existing site as a guest by logging on to [www.aimto.webexone.com](http://www.aimto.webexone.com)

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