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| 1) How many employees are working for your organisation, including full-time, part-time, and contracted staff? | 584  |
| 2) What is your annual intranet budget?  | £2000 |
| 3) What is your current intranet solution? (e.g. Invotra, Sharepoint, Kahootz, Umbraco) | Intranet Connections |
| 4) How long have you been using this solution, and when does your contract expire? | 3 Years – No Contract – rolling agreement (November) |
| 5) Do you work with an external partner to supply your intranet? If not, do you develop your intranet internally?  | Use the External Party as our provider. No internal development except content creation. |
| 6) Which team/individual is responsible for managing your intranet internally? | IT and Internal Communications |
| 7) Which other organisations have access to your intranet? | Internal access only |
| 8) Do you share IT services with other organisations? | No |
| 9) Are you using the Office 365 suite? If so, which applications from the suite are in use? | Yes; Email, Power BI, Teams, Forms, Flow, Planner |
| 10) Who is responsible for your intranet’s procurement within the organisation? | IT and Internal Communications |
| 11) Do you use Microsoft’s Active Directory to manage your people data? If so, is your Active Directory (AD) managed on-premise or in the cloud? | Yes; On premise |
| 12) Do you use any other Software as a Service (SaaS) applications? (e.g. Atlassian/Jira, Slack, Trello, Xero) | No; we leverage the M365 product suite due to our Not for Profit status. |