

SharePoint Intranet Redesign Readiness Worksheet

A decision guide for organizations asking whether to redesign, restructure, or rebuild.



Use this worksheet before starting a SharePoint intranet redesign project. It helps leaders separate design preferences from structural issues, content ownership gaps, search problems, and adoption risks. The goal is a practical decision: refresh the experience, restructure the current intranet, or rebuild the foundation.

Decision path



Redesign

The structure mostly works, but the experience feels dated or inconsistent.



Restructure

Navigation, content, and ownership need cleanup before design work will stick.



Rebuild

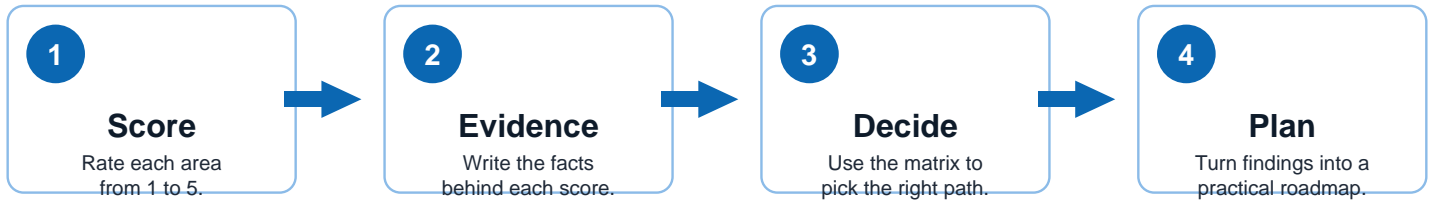
The current intranet is too fragmented, stale, or untrusted to repair safely.

What this worksheet includes

- ✓ A 10-category readiness scorecard
- ✓ A redesign, restructure, or rebuild decision matrix
- ✓ A current-state evidence log
- ✓ A 30/60/90-day action plan

How to Use This Worksheet

Complete this worksheet with a small group that represents intranet ownership, communications, IT, business departments, and compliance or security when needed. The strongest answers are based on evidence, not preference.



Scoring Scale

Score	Meaning	Use this score when...
1	Critical gap	The area is missing, unowned, or actively hurting trust and adoption.
2	Weak	Some pieces exist, but users still experience confusion or workarounds.
3	Partly defined	The area works in places but lacks consistency, ownership, or governance.
4	Strong	The area is mostly reliable and only needs targeted improvement.
5	Optimized	The area is clear, trusted, measurable, and supported over time.



Consulting note

Do not treat intranet redesign as a visual refresh first. If ownership, navigation, content quality, or search is weak, better page design will only make the old problems easier to see.

Assessment Details

Organization / Department	
Date	
Current intranet owner	
Facilitator	
Primary redesign driver	
Target launch window	

Readiness Scorecard

Score each area from 1 to 5. Then capture evidence and the priority action needed before a redesign, restructure, or rebuild begins.

Readiness Area	Score 1-5	Evidence / Notes	Priority Action
1. Business purpose and success measures Does the intranet have clear goals, audiences, and measurable outcomes?			
2. Audience needs and employee journeys Are high-value tasks, roles, and pain points understood?			
3. Navigation and hub architecture Can users understand where to go and how content is grouped?			
4. Content quality and source-of-truth clarity Is content current, authoritative, and free from duplicate guidance?			
5. Page ownership and review process Do important pages have owners, review dates, and retirement rules?			
6. Search and findability Do users find trusted answers through search, metadata, and labels?			
7. Permissions and audience targeting Are audiences, security, and targeting rules clear and supportable?			
8. Branding, templates, and page consistency Do pages feel consistent, accessible, and aligned to the organization?			
9. Adoption, communication, and launch readiness Is there a plan for change, training, feedback, and reinforcement?			
10. Governance, support, and AI readiness Will structure, ownership, and content quality support search and Copilot?			
11. Total Score Add all 10 category scores. Maximum score: 50.			

Tip: A low score in ownership, content quality, or navigation usually means a cosmetic redesign will not solve the real problem.

Decision Guide: Redesign, Restructure, or Rebuild

Use the total score as a starting point, then check the decision signals. The right answer depends on the severity of the current-state issues and the level of change the organization can support.

Total Score

Total Score	Likely Path	What it usually means
10-24	Rebuild likely	Foundational issues are too deep. The current intranet may not be trusted enough to repair in place.
25-34	Restructure likely	The platform can be reused, but navigation, ownership, content, or governance needs meaningful cleanup.
35-44	Redesign likely	The foundation is usable. Focus on experience, templates, homepage, high-value pages, and adoption.
45-50	Optimize and govern	The intranet is mostly healthy. Improve targeted areas and strengthen review cadence.

Decision Signals

Area	Redesign if...	Restructure if...	Rebuild if...
User experience	Users can complete tasks, but pages feel dated or inconsistent.	Users are confused because layouts, journeys, and entry points vary by department.	Users avoid the intranet because they no longer trust it as a place to work.
Navigation and architecture	The main structure mostly works and needs clearer labels or homepage layout.	Hubs, departments, and topic areas need new grouping and ownership.	The structure is fragmented across old sites, duplicated portals, or unmanaged departments.
Content trust	Most core content is usable, but priority pages need rewrite and cleanup.	Duplicate, stale, and department-owned content must be rationalized before launch.	The organization cannot tell which guidance is current, official, or safe to reuse.
Governance and ownership	Owners exist, but standards and review cadence need refinement.	Ownership exists in pockets and must be formalized across key areas.	No reliable ownership model exists for pages, news, policies, or lifecycle control.
Technical foundation	Modern SharePoint is in place and only needs template or layout improvements.	The technical setup works, but sites, permissions, or integrations need cleanup.	The environment is too complex, outdated, or risky to modernize through small fixes.
Change impact	A focused refresh will improve perception without major disruption.	Teams need guided change because information location and ownership will shift.	The organization needs a broader reset of how the intranet is owned and used.

Current-State Evidence Log

Use this page to separate symptoms from root causes. Capture what users are saying, where the issue appears, and why it matters to the business.

Symptom / Complaint	Evidence	Likely Root Cause	Impact	Priority H/M/L

Top Three Findings

1	Finding:
	Recommended action:
2	Finding:
	Recommended action:
3	Finding:
	Recommended action:

Action Plan and Next Steps

Use this page to turn the worksheet into a decision the project team can act on. A clear path reduces rework and keeps the redesign discussion tied to business value.

Recommended Path

<input type="checkbox"/> Redesign	<input type="checkbox"/> Restructure	<input type="checkbox"/> Rebuild	<input type="checkbox"/> Optimize and govern
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Why this path is the right decision:

Scope Boundaries

In Scope	Out of Scope
Dependencies / Risks <hr/> <hr/>	

30 / 60 / 90-Day Planning Roadmap

Timeframe	Focus	Actions	Owner
First 30 days	Confirm direction and scope		
Days 31-60	Design structure, ownership, and priority content		
Days 61-90	Prepare launch, adoption, and governance cadence		

Stakeholder Alignment and Support

Use this page to confirm who must approve, build, govern, and maintain the future intranet after the redesign decision is made.

Stakeholders to Include

<input type="checkbox"/> Executive sponsor	<input type="checkbox"/> Communications / HR
<input type="checkbox"/> Intranet owner	<input type="checkbox"/> Department content leads
<input type="checkbox"/> IT / SharePoint	<input type="checkbox"/> Security / compliance

Agreement Checkpoint

Question	Yes	No	Notes
We agree whether the project is a redesign, restructure, rebuild, or phased combination.			
We know which sections are official sources of truth and which should be retired or consolidated.			
We have named owners for critical intranet areas.			
We have a content cleanup plan before design and launch work accelerates.			
We have a governance model for keeping the intranet current after launch.			

Final Decision Summary

Decision	Owner	Next Step	Due Date



Need help interpreting the worksheet?

dataBridge helps organizations assess, redesign, govern, and evolve SharePoint intranets built for long-term trust and adoption.

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