1. Linchpin - Workshop Tree . . . 2
1.1 Linchpin - Project documentation . . . 2
1.1.1 Linchpin - Workshops . . . 2
1.1.1.1 Kickoff Workshop . . . 3
1.1.1.2 Structure Workshop . . . 5
1.1.1.2.1 Basic Training . . . 7
1.1.1.2.2 Information Architecture . . . 14
1.1.1.2.3 Authorization Concept . . . 15
1.1.1.3 Concept Workshop (Day 1) . . . 17
1.1.1.3.1 User Profiles (CUP) . . . 18
1.1.1.3.2 Navigation Workshop . . . 20
1.1.1.3.3 App Center . . . 22
1.1.1.4 Concept Workshop (Day 2) . . . 22
1.1.1.4.1 News Concept and Configuration . . . 23
1.1.1.4.2 Event Concept and Configuration . . . 25
1.1.1.4.3 Microblog Concept and Configuration . . . 25
1.1.1.4.4 Content Lifecycle Concept and Configuration . . . 26
1.1.1.5 Design Workshop . . . 29
1.1.1.5.1 Theming . . . 31
1.1.1.5.2 Concept Design . . . 68
1.1.2 Project Progression . . . 92
1.2 Project Office . . . 92
1.2.1 Contact Persons . . . 92

Linchpin - Workshop Tree



Kickoff Workshop

The formal beginning of the project. This workshop defines all important requirements, parameters, milestones and timelines for the entire project.



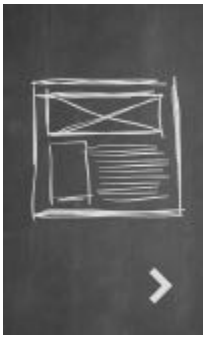
Structure Workshop

This two-day workshop includes a concise basic training course, followed by the development of the information architecture and authorization concept.



Concept Workshop (Day 1)

The focus is on structural aspects, as well as the theme of personalization (user profiles, navigation structure, links to third-party apps).

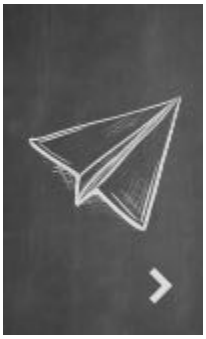


Design Workshop

Clarification of corporate design rules, development of the design, layout, and hierarchy of content elements on the dashboard, space landing pages and content pages.

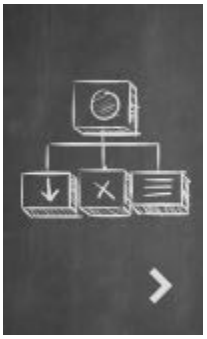
Linchpin - Project documentation

Linchpin - Workshops



Kickoff Workshop

The formal beginning of the project. This workshop defines all important requirements, parameters, milestones and timelines for the entire project.



Structure workshop

This two-day workshop includes a concise basic training course, followed by the development of the information architecture and authorization concept.



Concept workshop

The focus is on structural aspects, as well as the theme of personalization (user profiles, navigation structure, links to third-party apps).



Design Workshop

Clarification of corporate design rules, development of the design, layout, and hierarchy of content elements on the dashboard, space landing pages and content pages.

Kickoff Workshop

Workshop information

Workshop

Date:	01.01.2016
Time:	10:00am - 5:00pm
Location:	//SEIBERT/MEDIA Kirchgasse 6 65185 Wiesbaden Google Maps

Organizational

- [ ] Whiteboard / flip chart
- [ ] Overhead projector with HDMI connector
- [ ] Internet access (WLAN or LAN)
- [ ] Catering

Participants

Name	Position
Sebastian Preuss	Project leader, //SEIBERT/MEDIA

Introduction

The Kickoff Workshop represents the official handover from sales to implementation. It is the formal beginning of the project and should be scheduled quickly. This workshop covers all of the important requirements and parameters. It is the basis for all the planning and scheduling for the entire project.

Target group

The customer's project leader and the project team, plus anyone responsible for the introduction of the new system, should participate in the Kickoff Workshop. Stakeholders are more than welcome to attend, to both influence and help schedule the timeline and important milestones.

Agenda

Overview
• Presentation by the workshop leader • Participant introductions • Comparison of goals and expectations

Strategic Issues

- Strategic positioning of the system
  - Clear communication to the users about what the new system is and why it is being introduced - what do you believe the definition of "strategic positioning" is?
  - Do you have experience with an intranet within the company? Is there anything we should know?
  - Has there been a previous intranet project within the company that was not successful?
- Resource planning
  - Definition of a pilot group for the concept development.
  - Rough timeline for the next milestones.
  - Team coordination for creating use cases.
  - Team(s) to work on the requirements and system specifications, and provide support during implementation and testing.
- Promotional campaign - expectation management
  - Raising expectations.
  - Marketing campaign.
  - Impact of acceptability.
  - Naming scheme.
- Preparation of administrators and editors
  - Training sessions.
- Preparation of users
  - Training sessions.
  - Multiplier training sessions (Train The Trainer).
- Strategic Compliance
  - Who are the key contact people for the intranet?
  - Who is responsible for the intranet in the long term, someone who isn't only involved with the initial implementation, but is responsible for the long-term operation and further development of the system?
  - Which section or department 'owns' the intranet, also with regard to budgets and future expenditure?
  - What long-term feedback loops should be established?
  - How should we ensure, after launching, that all users are happy with the system, like to work with it, and integrate it into their work day? (E.g. satisfaction surveys, training of especially new employees, training of an internal trainer for the intranet)
  - Who is responsible for these strategic compliance issues, and who is the contact person for employees?
- Support
  - Who is responsible for user support, as well as technical support? This is particularly important during rollout, but also after the launch, when users have questions or support problems that need to be resolved.

Internal Political Issues

- Active support
  - Are there particular supporters, for example from management, who can help us promote the system? Can we use the visibility of these people to raise a positive impression of the system?
- Employee representative group (worker's council)
  - What role does the employee representative group fulfil when introducing new systems?
  - We recommend the employee representative group become involved in the project as soon as possible. Is there a process you need to initiate to include them, or are representatives from this group already involved in the steering committee?
- Data security
  - What should be taken into account when working with personal data?
  - Should or must an operating agreement be drawn up with the employee representative group or worker's council?
- Analysis and management of user data
  - Which standard functions of Confluence do you consider may be critical or high risk, and must be deactivated? For example, being able to follow users, viewing the activity stream of a user, etc.
  - Are there any requirements or limitations on collecting and analyzing user statistics?

Technical Components

- Infrastructure
  - Are there existing resources we can use for the development of the infrastructure?
  - Which operating system is preferred, and what special requirements must be met?
  - Will the server be virtual or physical?
  - What are the server's hardware and software requirements?
  - Is there an existing external user directory with up-to-date employee information?
  - Should the system support single sign-on (SSO)? Which protocol(s) do you prefer or currently use?
  - Do you want //SEIBERT/MEDIA to manage the installation? If not, it will be necessary for //SEIBERT/MEDIA to check and verify the installation after completion.
- Building the system and recommendations
  - Installation of the test environment.
  - Installation of the production environment.
- System configuration
  - Installation of LINCHPIN resources.
  - Provision of license keys.
- Technical compliance

Planning and Delivery

- Data migration
  - Is there any content that must be migrated into the new system?
  - If so, is the content from a Confluence system, or is it content from a third party system?
  - Who is responsible for the migration of this data?
- Timeline planning (in relation to resource capacities) (development of a matrix/timeline with steps and procedures to meet all requirements)
  - Availability of the infrastructure.
  - Evaluation, testing and installation of technical components (LDAP, SSO, XML-Import, etc.)
  - Where required, training sessions for individual target groups.
  - Design process and rough deliverables.
  - Framework for the design and implementation of the concept, configuration of the system, and the evaluation period.
  - Evaluation period.
  - Buffer for evaluation and for large changes (system or content related).
  - Launch stand-by of the system prepared by //SEIBERT/MEDIA.
  - Closing discussions and feedback (ideally 4-6 weeks after system launch).

Diese Seite auf Deutsch lesen.

Structure Workshop

Workshop information

Workshop

Date:	01.01.2016
Time:	10:00am - 5:00pm
Location:	//SEIBERT/MEDIA Kirchgasse 6 65185 Wiesbaden Google Maps

Organizational

- [ ] Whiteboard / flip chart
- [ ] Overhead projector with HDMI connector
- [ ] Internet access (WLAN or LAN)
- [ ] Catering

Participants

Name	Position
Sebastian Preuss	Project leader, //SEIBERT/MEDIA

Introduction

The Structure Workshop is held over two consecutive

Target group

The customer's project leader and the project team who

days. On the first day we lead a concise basic training course so that all participants have the same basic understanding of the system. On the second day, the information architecture as well as the authorization concept is defined.

will be responsible for the implementation of the system should attend. The project leader from //SEIBERT/MEDIA will attend, and may be accompanied by a junior consultant or designer, who will provide support in the later phases of the project.

Agenda

Introduction

- Participant introductions
- Goals and expectations
- Discussion about the agenda

Basic training

- Basic structure of Confluence (dashboard, spaces, pages, etc.)
- How authorization levels can impact the structure
- Differences between Confluence and Linchpin
- Navigation tools and control of the system

Creating content

- Creating and formatting pages
    - Text formatting
    - Page layouts
    - Tables
    - Links
    - Including multimedia content
- Import and integration of MS Office and PDF files
- Export to Word and PDF formats
- Collaboration: mentions, likes, watching, commenting, tasks, favorites

Content structure

- Hierarchical display and tools for structuring content
- Renaming, copying, moving and deleting pages
- Using tags/keywords
- Page history and versioning
- User profiles and personal spaces
- Searching and filtering results

Space administration

- Restrictions
- Templates
- Administration

Information architecture

Structure and use of spaces

- Define the space requirements (organizational units, projects, collaborative spaces, etc.)
- Categorization of spaces
- Content structure and defining the content in each space
- Space-specific functions (workflows, forms, surveys, etc.)
- Scaled structure (for usability in the long term)
- Guided content creation with templates and blueprints vs free content creation
- Broad vs deep information structure
- Possibilities for visibility restrictions
- Metadata and semantics (keywords and naming schemes)

Authorization concept
• Global restrictions • Space restrictions • Standard scheme

Diese Seite auf Deutsch lesen.

Basic Training

Screenshots of the customized Linchpin design should be attached in the right-hand column.

On this page

Table of Contents

- On this page
- Basic structure of a Confluence-based Linchpin intranet
  - The structure of the intranet
    - Spaces
    - Pages & blogs
    - Dashboard
    - Menu
    - Company news
      - Teaser boxes
      - Microblog
      - Newsfeed
      - Events
      - Sidebar
      - Footer
- Basic structure of spaces
  - Creating pages
  - View mode
  - Edit mode
    - Paragraph formats and headings
    - Text formatting
    - Task lists
    - Indentation and alignment
    - Page layout
    - Insert files and images
      - Attachments and versioning
    - Links
    - Tables
- Insert more content and macros
  - Useful macros
    - Table of contents macro
    - Panel macro
    - Info, tip, note, and warning macros
- MS Office and PDF integration
- Export to Word and PDF
- Collaboration features
  - Mentions
  - Sharing
  - Like button
  - Watch page
  - Comments
  - Inline comments
  - Simultaneous editing
- Restrictions
- Page hierarchy
- Page history and comparing versions
- Searching and filtering results
  - Quick search
  - Full search
- User profiles
- Special Linchpin features
  - Easy Events
- Teaser boxes

- Microblog
- Extended user profiles
- The most important keyboard shortcuts
    - Keyboard shortcuts in the page editor
    - Autocomplete keyboard shortcuts in the page editor
    - Keyboard shortcuts in the view mode

Basic structure of a Confluence-based Linchpin intranet

Confluence, the collaboration software from the Australian software developer Atlassian, is one of the most loved business applications in the world. Linchpin greatly extends and complements the functionality of Confluence to fulfill the central requirements of a company intranet. With targeted top-down communication through news streams and a global navigation menu, Linchpin turns Confluence into a holistic intranet solution.

The structure of the intranet



- There is only one dashboard.
- Spaces cannot contain sub-spaces. However, you can create as many spaces as you need.
- When a new space is created, the space's start page is automatically created.
- Pages are always located within spaces. You can create as many pages and sub-pages as you need.

Spaces

Spaces are containers for pages or blogs. Separate permissions can be assigned to each space. When you have the appropriate access rights, you can add a new space using the "Spaces Create Space" in the header or footer. All available spaces are listed in the Space directory.

Spaces can be assigned individual logos, which are displayed next to their titles.

In addition to global spaces, personal spaces are available. Every employee can create their own personal space. These personal spaces automatically display the employee's profile picture as the space logo.

In the Space directory, you can mark a space as a 'favorite' by clicking on the star. Remove it from your favorites list by clicking on the star again. You can access a list of your favorite spaces from your profile.

Pages & blogs

Pages and blog posts contain the actual content. The most common content includes text, tables, images and videos, as well as Word, PowerPoint or Excel files. Pages are used to store information. Blog posts are better for short-lived information and as such are perfect for news. Blog posts are automatically structured by year, month and day.

Dashboard

The dashboard is the landing page of the intranet and is available at all times by clicking on the logo. There are many elements and functions available on the dashboard, which are explained in detail below.

Menu

Use the menu to access the most important spaces and pages. When you hover over a menu item, a submenu may be displayed. The menu does not reflect the hierarchy of spaces and pages, and it can be customized by users with appropriate access rights to display links to most used spaces, pages and applications.

Company news

The four central areas contain the most recent company news that is relevant to all employees. The areas can be configured to display news from various spaces. For example, one area can display IT department news, for announcements about maintenance outages or reports of problems.

Teaser boxes

The teaser boxes on the right side of the dashboard provide direct links to more detailed information.

Microblog

The microblog supports informal, company-wide information exchange in real time. Every user can write entries (microposts), read and respond to other users' entries. The typical functions of rich text editors are available to use in microposts: basic text formatting, embedding of images and YouTube videos, and some standard macros, such as the Status macro. You can mention users with the '@' symbol, as well as like microposts and replies.

When you create a micropost, it can be assigned one of a variety of pre-configured categories. Clicking on a category on the right side of the timeline displays all entries within that category. The global timeline includes microposts from all spaces.

You can add hashtags as meta-information to microposts using the '#' symbol. These hashtags are treated as keywords, and are searchable, both within the context of the micropost content, as well as by the global search function.

Newsfeed

The newsfeed allows users to subscribe to news from various spaces. Every user can choose to subscribe to the spaces most relevant to them.

Clicking on the pen symbol displays all spaces that can be subscribed to. Clicking on the newspaper symbol subscribes you to news from that space, and a small tick is displayed. Clicking on the symbol again will unsubscribe you from that space.

Events

Events displays the upcoming company events with their dates. Click on an event to go to the event page, where you can see detailed information and register for the event if applicable.

Sidebar

The sidebar on the right can be displayed by clicking on the arrow, or on a category. Favorite spaces are displayed in the sidebar. You can reach all other pages and subpages in a space through the "Navigation" link. An arrow before the name of a page indicates there are subpages. Click on this arrow to display the subpages.

Footer

The footer is displayed at the end of each page, and includes links to further information and functions. These links and functions can be customized, and may be different depending on the user's role and permissions. For example, the "Administration" link is only displayed to users with administrator rights, and "Create Space" is only displayed to users who have this permission.

Basic structure of spaces



Pages can consist of text, tables, page layouts and/or macros. The actual page content is versioned, and the full revision history is available at all times. Attachments such as images or documents are separately versioned and are attached to the page. When a new version of an attachment or image is uploaded with the same file name, a new version of the attachment is created, but not a new page version.

Like buttons, comments, restrictions and page information are all separately handled — these are not versioned.

Creating pages

You can create a new page using the "Create" button, or with the "C" keyboard shortcut.

The Create dialog is opened, and you can choose from a variety of templates. Templates make content creation quick and easy, especially for recurring tasks, as they already contain the required structure and basic content you need. You can select the Space in which the page should be created.

When you create a new page, it will be added as a subpage under the current page you are viewing. Click Create and you will be presented with the newly created page.

Enter a page title and press enter. Each page title must be unique within the current space. Now you can fill in the page's content, then click the "Save" button at the bottom right of the page.

> **Important**: New pages are not created until you have clicked "Save". If you computer or browser crashes or is closed before the page is saved, Confluence saves your new page as a "Draft". You can access your drafts at any time using the "Profile" drop down menu.

View mode

You can see where you are in the page hierarchy using the breadcrumb links at the top of each page. On the right side at the top of the page is a menu with all of the important functions:

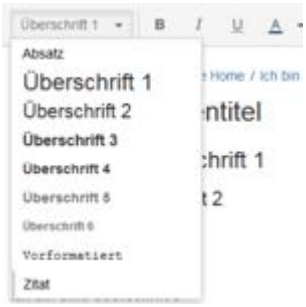
- Edit
- Create a subpage
- Print the page
- Share the page by email
- Watch the page
- Favorite the page
- Additional functions

You can edit the page by clicking on the pen symbol or using the keyboard shortcut "e". If you do not see the pen icon, or the keyboard shortcut doesn't work, you do not have permission to edit the page.

Edit mode

An editor toolbar is displayed in the edit mode allowing you to add and format content. The following functions are available:

Paragraph formats and headings



Click on the text area you want to turn into a heading (you don't have to select the text), and select a heading level from the first drop down menu in the toolbar. Through the clear and structured heading levels, a Table of Contents can be automatically created.

Text formatting



The typical text formatting options are available in the toolbar: **Bold**, *italics*, underline, ~~strikethrough~~ and text color are visible by default, in addition to bulleted and numbered lists.

Task lists



Create a list of tasks with the "Task list" button on the toolbar. Assign a task to a user with the "@" symbol followed by their name. You can also define a due date for tasks with the shortcut "//". Tasks assigned to users are added to their profile automatically. You can use the macro "Task report" to include a list of tasks on a page and filter them by labels and spaces.

Indentation and alignment



You can set the indentation and alignment easily using these buttons on the toolbar. These are especially useful for bulleted and numbered lists.

Page layout



Using the "Page layout" button on the toolbar, you can insert sections and change the number of columns within the section. These section boxes are only visible when editing a page. For example, you can include a three column section.

A second line in the toolbar provides a variety of features for the page layout: Sections can be inserted, deleted, and sorted, or formatted by using one of the six different column layouts. To use these functions, simply click on the one you want to use.

Sections can be reordered vertically with the buttons "Move up" and "Move down".

Insert files and images



Any file or file type can be uploaded to the intranet. The easiest method is to drag and drop your file or image into the page. Or, you can use the "Insert files and images" button on the toolbar. You

can upload files from your computer, or via a link to an external webpage, or choose from previously uploaded files, already located within the intranet.

These files are called attachments.

Attachments and versioning

You can view all the attachments in a page by clicking on the "..." button, then on "Attachments". Click the small arrow in the attachment overview to see a list of the versions of the file. Uploading an attachment with the same filename automatically creates a new version.

Links

To add a link, click the "Links" button. The "Insert link" dialog allows you to add a link to webpages, email addresses, intranet pages, spaces and attachments.

Under the "Advanced" tab, you can add links to content within the same page, or specific content on another page using the anchor macro. The anchor name must begin with the "#" symbol.

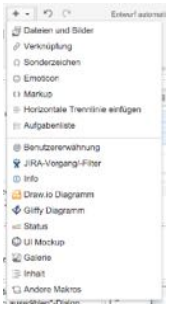
Tables



The "Insert table" button displays a selectable table grid, which can be expanded to 15 columns and 20 rows (15 x 20) with the cursor. The number of columns and rows is displayed under the grid.

When a new table is inserted, or when an existing table is selected, a second line on the toolbar displays the table editing functions: such as to insert and delete columns and rows, merge table cells, as well as to change the cell color and delete the entire table.

Insert more content and macros



Under the "Insert more content" button, which is displayed as a "+", you can find a number of features, such as inserting special characters, emoticons, and horizontal rules, as well as the most important function of this drop down menu: inserting macros.



Macros are specially programmed functions that can be embedded in pages. There is a large variety of macros included by default, and you can add even more using add-ons from the Atlassian Marketplace. (https://market-place.atlassian.com/) You can select and filter macros in the "Select macro" dialog, opened via the "Other macros" item in the "Insert more content" drop down list.

When you have found the macro you want, you just need to click on it and the configuration dialog for that macro is displayed. Alternatively, you can add a macro directly by typing an open brace "{". After typing one letter, matching macros are displayed in a context menu, from which you can then select the macro you want to use.

Macros are visible when editing a page as gray boxes. They can vary in both size and appearance. Simply click on a macro to edit or delete it. After clicking on Edit, you can edit the configuration of the macro (if it is configurable). Some of the more important standard macros are described below.

Useful macros

The intranet includes a variety of macros by default, which you will see in the following examples. For the full list of macros and their documentation, please refer to the Confluence macros documentation.

Table of contents macro

This macro automatically builds a table of contents list from the headings used within a page. In

edit mode, the macro looks like a gray box. You can only see the table of contents when in view mode. Clicking on an entry in the table of contents in view mode jumps you to that heading within the page.



Panel macro

The panel macro displays a block of text surrounded by a customizable panel.

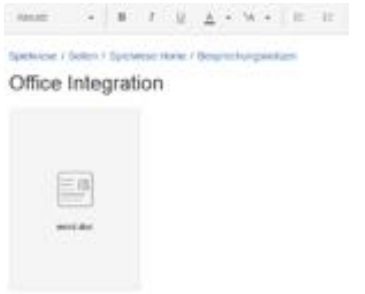
Info, tip, note, and warning macros

The Info, Tip, Note, and Warning macros allow you to highlight information with a colored box surrounding your text and include a small icon.



MS Office and PDF integration

Confluence supports the integration of Word, Excel, PowerPoint and PDF files. Simply drag and drop the file into the page when in editing mode. The integrated document is displayed as a macro in edit mode with a gray box, and a thumbnail in view mode. Clicking on the thumbnail displays the file in a preview pane.



If you want to display the document within a page, and not just its thumbnail, you can use a Word, Excel or PDF macro to embed the file.

MS Office files can also be edited from within the intranet: The appropriate MS Office program opens the file, you make the changes, and when you save the document within MS Office, the embedded document within the intranet is updated automatically. To edit an embedded document you must be in the view mode (not editing the page), click on the document to open a preview, then click on the "E" button and then on "Open in MS Office".



Export to Word and PDF

In view mode, click on the "..." button at the top of the page, and then export the page to a new Word or PDF file.

Collaboration features

The intranet includes a wide range of page-based collaboration features:

Mentions

Using the "@" symbol, you can select a user and they will be automatically notified.

Sharing

Every page can be shared with users, groups or sent via email to recipients.

Like button

Every page can be liked by other users.

Watch page

Every page can be watched, so that watchers receive a notification whenever that page is updated. You can also watch a space to receive notifications of all changes to all pages within that space.

Comments

You can comment on every page. You can even reply to or like comments.

Inline comments

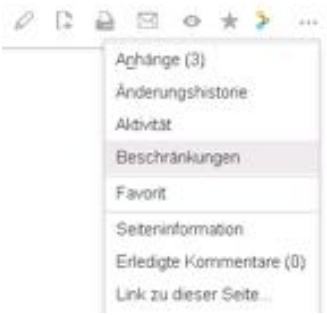
Select a portion of a page's content when in view mode, and a "comment" button will be displayed. Clicking this will allow you to attach an inline comment. You can reply to and like inline comments just as you can with page comments.



Simultaneous editing

A page can be edited by multiple users at once. However, care must be taken to not edit the same lines at the same time within the page or a conflict will result.

Restrictions



To see or change the read and write permissions, click on "..." when viewing a page, and then on "Restrictions". In edit mode, you can click the small lock that appears under the page title.

Here you can specify users and/or groups that should have read or write permission. Note that read restrictions are inherited by subpages, unlike write restrictions.

Page hierarchy

To restructure the page hierarchy within a space, click the "..." button, followed by "View in hierarchy".

All pages can be reordered within the hierarchy with drag and drop.

You can also copy pages when in view mode by clicking the "..." button, followed by "Copy".

Page history and comparing versions

You can access a page's version history by clicking the "..." button, followed by "Page history".

All versions of a page are displayed with the option to compare versions, and restore or delete a version.

Searching and filtering results

Quick search

Click in the search field within the header to use the quick search function, which displays results in real-time as you type. It also displays a list of the pages you have recently viewed, ordered chronologically. Clicking "More recently viewed pages" will display a long list of all the pages you have viewed.

Full search

After you have typed in your search phrase and pressed enter, the full search function is displayed. On the left hand side are many useful filtering options.

> Content in attachments such as Word, Excel, PowerPoint and PDF files is also searched.

User profiles

You can go to your personal profile by clicking on the profile image at the top right, then click on "Profile". Click "Edit" to add or change information within your profile. If profile information is imported directly from Active Directory, your profile will not be editable. Click "Picture" to change your existing profile image.

Special Linchpin features

Easy Events

To create a new event, you must first create a new page for the event, using the "Easy Event" template. A dialog will ask you to input the name, date, time and some additional event details. With one more click, the edit mode is displayed, where you can add more information, such as

images or an agenda.

To include an event list within a page, use the "Event list" macro. In the macro configuration, you can select a specific space from which to include events, and limit the maximum number of events displayed.

Teaser boxes

Teaser boxes can be included in any page with the "Teaserbox" macro. You can customize the heading and color of the macro through the macro configuration. Within the macro body you can enter a description and a link to the target page. The link text is not displayed in view mode.

Microblog

The microblog is integrated into the dashboard by default, but can also be included on other pages with the "Microblog" macro. In the macro configuration you can filter the timeline to display specific categories, and the category overview can be hidden.

Extended user profiles

Hover over a linked username to display the user's vCard. This contains the most useful information, such as their extension number or team membership.

To display a vCard within a page, use the "Profile" macro. In the macro configuration you must include the person's name. You can also configure which profile fields are displayed.

The most important keyboard shortcuts

Keyboard shortcuts in the page editor

Shortcut	Action
Control+S	Save page
Control+Y	Redo
Control+Z	Undo
Shift+Enter	Insert an empty row below

Autocomplete keyboard shortcuts in the page editor

Shortcut	Action
{	List macros
@	List users
//	Enter a date via a calendar

Keyboard shortcuts in the view mode

Shortcut	Action
B	Create new blog post
C	Create new page
E	Edit page/blog post
L	Add or edit labels
M	Add a comment
S	Share page with users
T	Show attachments

Diese Seite auf Deutsch lesen.

Information Architecture

Workshop information

Introduction

The basic structure of Confluence is covered in Basic Training, which also explains the principles and general functionality of the intranet. The goal of this workshop is to define the actual intranet information architecture that will be implemented. The typical questions asked in this workshop are as follows:

- What content should be included in the intranet?
- What content is edited by an editorial team, and what content is edited by all employees?
- Which content is located in which spaces?
- What spaces are required?
- Define overview pages
- Select add-ons and define templates

On this page

- Workshop information
  - Introduction
  - On this page
  - Structure and use of spaces
  - Visibility restrictions on the content
  - Defining the logical content structure - using metadata and semantics
- Workshop results
  - Image gallery
    - Planned spaces

- Define restrictions and permissions
- What use-cases should be considered?

The sections following this introduction go into more detail.

Important: The resulting information architecture from this workshop is the foundation on which the content and structure of your intranet will be built. Answer these questions carefully, and focus strongly on how each should be implemented. The results from this workshop will be used in later workshops.

Structure and use of spaces

- Define the requirements of each space - project, team (across departments), general, department (business unit).
- Define the content and page structure within each space (overarching themes/categories and storage of new information within existing categories).
- Ensure the structure is scalable (for usability in the long term - hierarchy and structure play an important role).
- Define the breadth and depth of the information structure (depending on the requirements of each space, one or both may be important).
- Define a logical structure for the information within each space, that is appropriate for the majority of users (not just from one person's or group's perspective).

The following questions should guide your decisions:

1. How are we going to use our spaces, and which content do we want to include and maintain in each of these spaces?
2. What content creation requirements and rules should our editors and employees follow:
    a. Guided content creation and automatic maintenance (requires appropriate knowledge and conceptual training)?
    b. Free content creation and design, including the location within the page hierarchy and the structure of a page's elements (no uniformity of information)?
3. How should the spaces be structured? Do we need a landing page for each category (such as departments or projects)?
    a. Define the layout and content of these landing pages.
    b. Define blueprints and templates.
4. Do we need special functions or features in specific spaces? For example:
    a. Documentation control process.
    b. Form creation and submission.
    c. Surveys.
    d. Other functions or features - usually required by specialist departments or project specifications.

Visibility restrictions on the content

It is common to need to restrict viewing and/or editing some content to a small group of users. In principle, even specific elements within a page can be restricted. It is often difficult for customers to specify their authorization concept without prior experience, because the need for restrictions becomes obvious only when the system is in use. In some cases, appropriate restrictions are obvious, especially when clear requirements have been defined. Therefore, it is best to develop clear requirements to see if there should be visibility restrictions.

Defining the logical content structure - using metadata and semantics

In addition to the visual information architecture, it is important to define a logical structure for the content with metadata (keywords). Keywords provide a useful way to search within the intranet, and can be applied to all important content. Confluence also provides functionality that allows keywords to be used to configure features, for example to limit the display of aggregated information to display only content that has a specific keyword.

Keywords provide another way for users to navigate the content within the intranet. Users can use this type of navigation as their own customized search mask, and can find semantically related content based on their selected and also similar keywords.

Workshop results

Image gallery

An diese Seite sind keine Bilder angefügt.

Planned spaces

Category	Space name	Space abbreviation	Description	Typical content

Diese Seite auf Deutsch lesen.

Authorization Concept

Workshop information

Introduction

The authorization scheme(s) for both the system in general and for the various spaces will be defined in this part of the workshop. For the different categories of spaces (project spaces, news spaces, etc.), we recommend that different levels of authorization are used, ideally based on user groups, not individual users.

On this page

- Workshop information
  - Introduction
  - On this page
  - Explanation of terms
  - Global authorization scheme
  - Space authorization scheme
    - Groups
    - Specific users
    - Anonymous users

Explanation of terms

Authorization	Description
Confluence administrator	Allowed to navigate through the backend of the system, but does not have access to functions that could compromise system security (recommended level for the project team).
System administrator	Allowed to change all system settings (should be reserved for IT).

Global authorization scheme

	Add data to user profiles	Update a user's status	Personal space	Create a new space	Confluence administrator	System administrator
Confluence administrators	✗	✗	✓	✓	✓	✗
Confluence system administrators	✗	✗	✓	✓	✓	✓
Confluence users	✗	✗	✓	✗	✗	✗

Space authorization scheme

Groups

	All	Pages		News		Comments		Attachments		Restrictions	Email	Spaces	
	View	Create	Delete	Create	Delete	Create	Delete	Create	Delete	Create/Delete	Delete	Export	Administrator
Confluence users	✓	✓	✗	✗	✗	✓	✗	✓	✗	✗	✗	✗	✗
Confluence wiki moderators	✓	✓	✓	✓	✓	✓	✓	✓	✓	✗	✗	✗	✗
Confluence wiki administrators	✓	✗	✗	✗	✗	✗	✗	✗	✗	✓	✓	✓	✓

Specific users

	All	Pages		News		Comments		Attachments		Restrictions	Email	Spaces	
	View	Create	Delete	Create	Delete	Create	Delete	Create	Delete	Create/Delete	Delete	Export	Administrator
mmustermann	✓	✓	✗	✗	✗	✓	✗	✓	✗	✗	✗	✗	✗

Anonymous users

	All	Pages		News		Comments		Attachments		Restrictions	Email	Spaces	
	View	Create	Delete	Create	Delete	Create	Delete	Create	Delete	Create/Delete	Delete	Export	Administrator
anonymous	✓	✓	✗	✗	✗	✓	✗	✓	✗	✗	✗	✗	✗

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Concept Workshop (Day 1)

Workshop information

Workshop

Date:	01.01.2016
Time:	10:00am - 5:00pm
Location:	//SEIBERT/MEDIA Kirchgasse 6 65185 Wiesbaden Google Maps

Organizational

- [ ] Whiteboard / flip chart
- [ ] Overhead projector with HDMI connector
- [ ] Internet access (WLAN or LAN)
- [ ] Catering

Participants

Name	Position
Sebastian Preuss	Project leader, //SEIBERT/MEDIA

Introduction

The first day of the concept workshop focuses on the structural aspects of the intranet as well as the theme of customization. How the user profiles should be displayed as well as where the user profile data should come from is discussed. Based on the user profile definition, the navigation structure is defined, as this can be customized on user data. Finally, links and third party applications will be discussed, and chosen to be included in the App Center for quick access.

Target group

The following people should participate in the first day of the Concept Workshop:

- Project leader and project team
- Representatives from IT
- Representatives from Human Resources and the employee representative group (worker's council)

Agenda

Introduction

- Participants
- Expectations and goals
- Discussion about the agenda

Definition of user profiles (Custom User Profiles)

- Types of fields
- Brainstorming to discover the required fields
- Definition of profile categories
- Assigning fields to profile categories

Definition of navigation structure (Navigation Menu Editor)

- Introduction: How navigation works in the intranet
- Defining navigation elements with card sorting
  - Content brainstorming
  - Categorization and structure
  - Wording and naming conventions
- Documentation of the navigation elements

Personalization of the navigation (Navigation Menu Editor)

- Introduction: Principles of personalization
- Assignment of profile attributes to navigation elements

Applications for quick access (App Center)

- Defining applications to be included in the App Center
- Definition of categories and categorization of applications
- Definition of recommended apps as default

Day 1 summary
• Review and presentation of results • Brainstorming of further requests and ideas • Documentation of open points

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User Profiles (CUP)

Workshop information

Introduction

In this part of the workshop, you will define the profile fields and categories for all users. This field definition is important for the personal customization of other Linchpin add-ons, such as a customized menu structure, or supporting the search for people based on their expertise.

Important: These profile fields are a central aspect of Linchpin. They are used for customization, for search, for contact information, employee and telephone directory search, and also for the display of vCards. As this is personal data, the employee representative group (worker's council) must be involved in this workshop.

On this page

- Workshop information
  - Introduction
  - On this page
  - Questions and tips about user profiles
  - Existing user directory structure
  - Description of possible profile fields
- Example profile fields and categories
  - Example profile fields
  - Example profile categories
- Workshop results
  - Image gallery
  - Documentation - Defined user profiles
  - Profile category 1 - TBA
  - Profile category 1 - TBA

Questions and tips about user profiles

- User directory - for example Active Directory (AD)
  - Are there one or more existing directories?
  - Can the user directory be linked? Is this allowed?
  - What is the structure of the data? Are important profile fields uniformly maintained e.g. name, telephone number?
- Profile fields
  - Is there a central image directory?
  - Should the images be automatically imported, or should each user add their own image?
  - Does the employee representative group (worker's council) agree to this initial import of data?
- Mandatory fields
  - Which profile fields are mandatory?
  - Which fields will be used for customization?
- Should an organization chart be automatically generated from the user profiles?
- Every profile field must be approved by the employee representative group (worker's council).
- Should Confluence groups be automatically established from profile fields? For example, a Wiesbaden group based on the employees' location. (Dynamic User Group)

Existing user directory structure

Please list all attributes which are uniformly maintained for all users in Active Directory (for example, location, position, etc.)

Attribute	Active Directory user attribute	All employees?
		,

Description of possible profile fields

Field type	Description	Example field of this type
Text	A text field where each user can add their own text.	Name
Selection	A field in which the user can select from a predetermined set of options.	Department
Multiple selection	A field in which the user can select more than one options from a predetermined list.	Skills
Cascading selection	Multiple selection field for hierarchical information. Each selection automatically includes child values.	Responsibility for products, organized in dependent categories

User selection	User selection field, including all Confluence users.	Supervisor
Date	Date selection.	Birthday
Language	Selection of one or more languages from a fixed set of languages.	Language skills
Dependent field	A field in which to enter specific values, based on the value of another CUP field.	An alphanumeric cost center abbreviation, imported from Active Directory, which should be 'translated' to something readable in the profile page.
LDAP attribute	A field filled automatically from the user directory.	

Example profile fields and categories

Example profile fields

- [ ] Salutation
- [ ] Academic title
- [ ] First given name
- [ ] Family name
- [ ] Nickname
- [ ] Maiden name
- [ ] Email address
- [ ] Telephone number
- [ ] Mobile number
- [ ] Fax
- [ ] Birth date
- [ ] Location
- [ ] Building
- [ ] Office street address
- [ ] Office post code
- [ ] Office location
- [ ] State/Country
- [ ] Company
- [ ] Department
- [ ] Section
- [ ] Position
- [ ] Supervisor
- [ ] Expertise
- [ ] Language skills
- [ ] Projects
- [ ] Availability (development required, useful for HipChat, Skype)
- [ ] Attendance (e.g. half day 8am-12pm)
- [ ] Profile page (link to personal space)
- [ ] Interests (private)
- [ ] Hobbies
- [ ] XING profile
- [ ] Degree
- [ ] Branch experience (e.g. IT, medicine etc.)
- [ ] Software expertise
- [ ] Team interface
- [ ] Portfolio of projects
- [ ] Personal short description
- [ ] Life motto or favorite quote
- [ ] Process expertise
- [ ] Knowledge of other cultures
- [ ] Foreign assignments and experiences

Example profile categories

- [ ] Personal
- [ ] Personal information
- [ ] Contact information
- [ ] Personalized information
- [ ] Experience
- [ ] Private information
- [ ] Location
- [ ] Organisation
- [ ] Skills
- [ ] Activities
- [ ] Company

Workshop results

Image gallery

An diese Seite sind keine Bilder angefügt.

Documentation - Defined user profiles

Profile category 1 - TBA

Field name	Field type	Selected field / LDAP attributes (if applicable)	Display in profile	Display in vCard	Mandatory

Profile category 1 - TBA

Field name	Field type	Selected field / LDAP attributes (if applicable)	Display in profile	Display in vCard	Mandatory

Diese Seite auf Deutsch lesen.

Navigation Workshop

Workshop information

Introduction

This workshop covers the definition of the intranet's navigation structure. In this interactive workshop, participants from various departments and groups work together, using card sorting, to define a customizable navigation structure for the company's intranet.

Important: To develop a clear navigation structure, the user profile must be defined. Therefore, User Profiles (CUP) is covered first in this workshop.

On this page

- Workshop information
  - Introduction
  - On this page
  - Presentation - slides for this workshop
  - Example navigation
- Workshop results
  - Image gallery
- Defined navigation structure
  -

Presentation - slides for this workshop

Konzeptionsworkshop.pptx

Example navigation

Best-Practice-Navigation.xls

Workshop results

Image gallery

An diese Seite sind keine Bilder angefügt.

Defined navigation structure

Menu structure			Customization: Assignment by profile attributes			Linked page (related to the menu item ⚠)
The menu structure represents the navigation in the top menu through to third level menu items (e.g. through to the Menu item column)			*Navigation can be personalized. This customization can be done based on up to three profile attributes e.g. location, language, and department.*			*The linked page is where the menu item links to. A user will see this linked page when they click on the menu item.*
Main menu item	**Category**	**Menu item**	**Profile attribute 1**	**Profile attribute 2**	**Profile attribute 3**	**Link**
Item 1			-	-	-	
			-	-	-	
			-	-	-	

- - -
- - -
- - -

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App Center

App Center - definition and structure

Category definition

Categories
A
B
...

List and structure of applications

Application (name)	Link	Category	Recommended for	Description	Person responsible	App icon (24x24px PNG file)

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Concept Workshop (Day 2)

Workshop information

Workshop

Date:	01.01.2016
Time:	9:00am - 5:00pm
Location:	//SEIBERT/MEDIA Kirchgasse 6 65185 Wiesbaden Google Maps

Organizational

- [ ] Whiteboard / flip chart
- [ ] Overhead projector with HDMI connector
- [ ] Internet access (WLAN or LAN)
- [ ] Catering

Participants

Name	Position
Sebastian Preuss	Project leader, //SEIBERT/MEDIA

Introduction

On the second day of this Concept Workshop, the focus is on content: news as the core of internal corporate communications, microblogs for easy interaction, creating and managing events as well as processes for updating and archiving intranet content.

Target group

The following people should attend the second day of the Concept Workshop:

- Project leader and project team
- Representatives from corporate communications
- Representatives from marketing

Agenda

Content lifecycle

News concept

Microblog

Events

News Concept and Configuration

Technical overview and glossary

General information and news elements

- "News" is published in Confluence in blogs.
- Creation of a news article is done by writing a blog post in Confluence.
- A variety of macros and functions then broadcast the news:
  - ENB: Cover Stories
  - ENB: Corporate News Feed
  - ENB: Personal News Feed
  - ENB: Mandatory Fews
  - Confluence standard: Blog posts

Abbreviations

Abbreviation	Description
ENB	Add-on name: Enterprise News Bundle
CNF	Macro name: Corporate News Feed
PNF	Macro name: Personal News Feed

Editorial point of view

Types of news

- There are various senders: Leaders, corporate communications, departments, project/teams, ...
- There are various types of news: Top-down news from the company leaders, announcements from the employee representative group (workers' council), press releases, location-based news, project news, ...

Questions to ask

- Who are the authors of news articles?
- Which authors are allowed to create news articles in which news channels?
- Must there be an approval process?
- Can news articles be created in all spaces? For example, department spaces.
- What pages should display news articles, and how should this be presented?
- Are there landing pages for specific groups, e.g. location, roles, language?
- Should users be able to personalize their news?
- If yes, which profile attributes should the personalization be based on?

Profile-based personalization of news

Better targeting: Not every news article is relevant for every user. Personalization is especially important to encourage the use of the intranet when large numbers of news articles are generated. The macros Cover Stories and Corporate News Feed allow you to customize news based on profile data. It is therefore necessary to define news categories.

News categories

In any defined location within the intranet, the news categories determine which user should see which news articles.

Example
On the dashboard at the bottom left is a news stream, which shows each employee the news relevant to their location.
Which space contains the news articles that are to be broadcast in this section?

Your tasks in this workshop are to:

Foundation for personalization: The user profile

Up to three profile attributes can be used to personalize news. These profile attributes should be mandatory fields. Alternatively, you can use profile attributes that come from Active Directory, so that you are certain that the attribute exists for all users. Common fields include: Location, role, language, country, etc.

Relevant profile attributes (max. 3)

1. Identify the pages in the intranet where personalized news should be published.
2. Specify the criteria used to personalize the news at each of these locations.
3. Define the news categories.

Defined news categories

News categories are used in Cover Stories and the Corporate News Feed to display a personalized list of news articles.

Category	Space	Location	Attribute 2	Attribute 3
Location-based news	Hamburg	Hamburg		
Location-based news	Schleswig-Holstein	Hamburg		
Location-based news	Niedersachsen	Hamburg		
Location-based news	München	München		
Location-based news	Bayern	München		

Example

Example

- If a user is located in Hamburg, the news articles from the following spaces will be displayed: Schleswig-Holstein, Niedersachsen and Hamburg.
- If a user is located in München, the news from the following spaces will be displayed: München and Bayern.

Cover Stories

Configuration of Cover Stories

This is used for important, editorial or magazine-like news articles. It is especially designed to be used on the dashboard or the landing page of a space.

ID	Embed on page	Layout variation
1		
2		

ID or embedded page:		
Tile	**Source**	**Configuration**
Tile 1	Personalized news section	Location-based news
Tile 2	Space+label combination	Space: Corporate News label: UK
Tile 3		
Tile 4		
Tile 5		
Tile 6		
Tile 7		
Tile 8		

Notes and explanations

- Possible layout variations:
  - 2x2
  - 2x4
  - 4x4
- Two types of sources can be used:
  - Personalized news section (PNS)
    - News from a specific news category
  - Space+label combination (SLC)
    - Select a space
    - Select a label

Corporate News Feed

This is useful to include a chronological list of short news items or announcements on any page. The author/editor of the page determines which news is displayed by configuring the macro after embedding it.

Embed on page	News configuration	Source	Number of items	Link opens in a new window
	• Personalized news section • Space			

Personal News Feed

Especially useful in intranets where news is published in many different spaces. Every user can subscribe to the spaces relevant to them, and create their own aggregated personal news feed. The author/editor of a page can only define the position of the news feed within the page, and the number of items, not the news feed's content.

Embed on page	Number of items	Link opens in a new window

Mandatory News

A news message that is displayed to every user when they login. The spaces that will publish mandatory news, and the authors allowed to create mandatory news items must be explicitly defined.

Space	User

Event Concept and Configuration

Workshop information

Introduction

In this section of the workshop, the types of events and who maintains them are discussed. You will define which type of event can be created in each space.

Important: Depending on the type of event created, various maintenance processes may be used. Events displayed on landing pages may need to go through an approval process. Additional add-ons may be required.

On this page

- Workshop information
  - Introduction
  - On this page
  - Questions to consider about events
  - Example event types
- Definition of events
  - Event list

Questions to consider about events

- Type of events
  - What types of events are there?
- Maintenance of events
  - Is there a process that should be followed when creating an event?
  - Who can create each type of event?
- Display of events
  - Which pages should display events?
  - Which events should be displayed on the landing pages?

Example event types

- Seminars
- Training courses
- Lectures
- Community of Practice events
- Customer events
- Conference with parallel sessions
- Fair or exhibition
- Hackathon
- Company meetings
- Open or lean format meetings (Lean Coffee, World Café, Open Space, Barcamp)

Definition of events

Event list

Embed on page	All events/limited to a specific space

Microblog Concept and Configuration

Workshop information

Introduction

This part of the workshop covers the use and information architecture of microblogs.

Important: Microblogs can be used in various ways. It's important to consider the type and topic of microblog, and where it should be embedded in the intranet.

On this page

- Workshop information
  - Introduction
  - On this page
  - Questions to consider about microblogs
  - Example uses for a microblog
- Microblog configuration
  - Information architecture
  - Example information architecture
  - Display and location
  - Example display and location

Questions to consider about microblogs

- Define use cases
- Define the information architecture of the microblog
  - Which type of microblog should be embedded in which spaces?
  - What topics should be included in which spaces?
- Define the display and location of each microblog
  - In which spaces and pages should the microblog be embedded?
  - What form of microblog (global, space-based, topic-based) should be embedded?

Example uses for a microblog

- (User) Support for the intranet
- Bulletin board
- General chat/exchange instead of email
- Social exchange (car pool, leisure activities)
- Notifications from IT of system maintenance or failures
- Notifications for a location or building
- Team and project exchange
- FAQ

Microblog configuration

Information architecture

Space	Topic

Example information architecture

Space	Topic
Intranet introduction project	Project exchange
	Status updates
IT announcements	System failures
	IT questions
	IT news or changes

Display and location

Embed on page	Global/limited to space/topic	Display sidebar

Example display and location

Embed on page	Global/limited to space/topic	Display sidebar
Landing page	Global	✓
Space landing page - corporate communication	Space UK, all topics	✗

Content Lifecycle Concept and Configuration

Explanation of the concept

The concept covers how the content will be kept up-to-date. To regularly review content, the add-on Archiving Plugin for Confluence, which can automatically check each Confluence space according to pre-set rules, for content freshness (time-based testing). It does not check the content for semantic relevance.

Add-on information

Developer: Midori Global Consulting Kft.

Add-on: Archiving Plugin for Confluence

Cost for 2,000 users: $2,390 (ca. 2,100€)

Documentation: Add-on user manual

Options

Basic information

- Each Confluence space can have its own configuration.
- An archive space is provided for each space. That means: pages are not deleted, they are archived.
- Archive spaces are excluded from the search by default. You can choose to search within an archive space. However, archive spaces may be accessible by administrators only.
- Page archiving can be done automatically based on configuration parameters, or manually.
- You can include a reason for archiving a page when you do it manually.
- You can differentiate pages which are out-of-date, and those which will be archived. You can mark pages as out-of-date without them being immediately archived. The person responsible for the page can be notified, and can check and/or update the content if necessary.
- There is an overview in the Administration of all spaces and their out-of-date pages.
- Spaces can be specifically removed from the archival process. For example, particularly important spaces with relatively static content, or long-lived content should always remain visible.
- Individual pages or entire page trees can be archived.

Lifecycle options

- There are three "triggers" (page view, page edit, page archived), that can be activated for each space.
- You can set the times individually when the triggers should occur.
- Each trigger can force an action.

Trigger - Page view tracking

When you activate this trigger, you can set how many days without a page view after which the page is marked as "not-viewed". When this condition is met, the following actions can be performed:

- Notify the page creator
- Notify the most recent editor
- Notify the space administrator
- Notify the space creator
- Notify a specific person (supervisor)

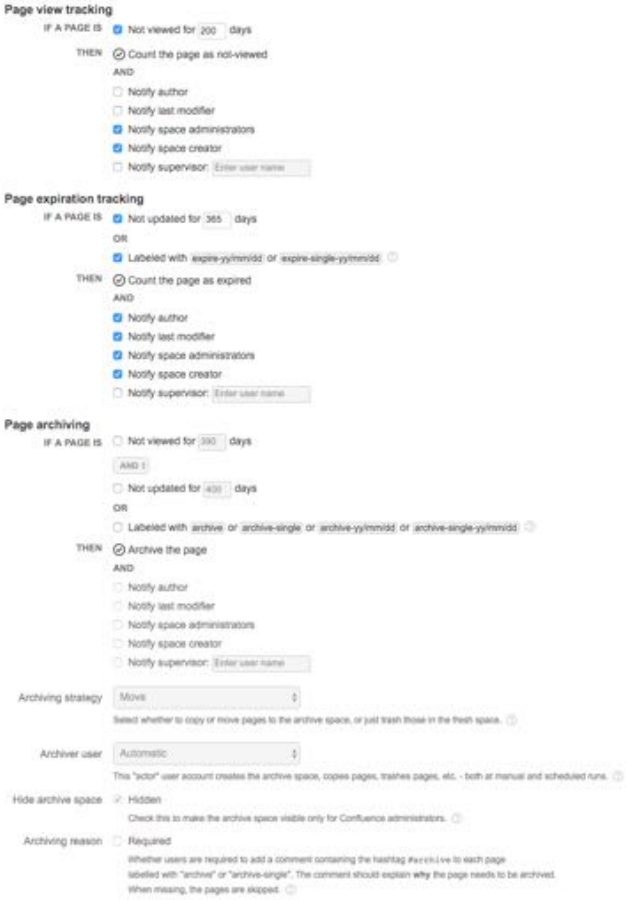
Trigger - Page expiration tracking

When you activate this trigger, you can set after how many days without being edited a page should be marked as "expired". Or, you can add a label to a page at any time manually, which sets this status. When this condition is met, the following actions can be performed:

- Notify the page creator
- Notify the most recent editor
- Notify the space administrator
- Notify the space creator
- Notify a specific person (supervisor)

Trigger - Page archiving

Add-on configuration



You can set a rule for a page to be marked as "archived" when one or both of the statuses "expired" or "not-viewed" exist for that page. For example, a page should be "archived" when it has not been viewed for x-days as well as not edited for y-days. You can also set this "archived" status manually at any time on a page. When this condition is met, the following actions can be performed.

- Notify the page creator
- Notify the most recent editor
- Notify the space administrator
- Notify the space creator
- Notify a specific person (supervisor)

Archival process

The archival process may use one of three different strategies:

1. **Copy and Trash**: This replicating strategy copies the pages to the archive space, and trashes them in the original space.
2. **Move**: This replicating strategy moves the pages to the archive space. (This is the default strategy.)
3. **Trash**: This strategy simply trashes the pages. (This strategy does not create an archive space.)

You can configure the archival to be done automatically, or do it manually.

Workshop results

Space	Global	Space X
Archiving	✓, ✗	
Scheduled	✓, ✗	

Page View Tracking	
Not viewed for	Number of days
Notify author	✓, ✗
Notify last modifier	✓, ✗
Notify space administrators	✓, ✗
Notify space creator	✓, ✗
Notify supervisor	Name

Page Expiration Tracking	
Not updated for	Number of days
or labeled with	Label(s)
Notify author	✓, ✗
Notify last modifier	✓, ✗
Notify space administrators	✓, ✗

Notify space creator	✓, ✗
Notify supervisor	Name

Page Archiving	
Not viewed for	Number of days
and/or	and/or
not updated for	Number of days
or labeled with	Label(s)
Notify author	✓, ✗
Notify last modifier	✓, ✗
Notify space administrators	✓, ✗
Notify space creator	✓, ✗
Notify supervisor	Name

Archiving strategy	copy & trash/move/trash
Archiver user	automatic/name
Hide archive space	✓, ✗
Archiving reason required	✓, ✗

Design Workshop

Workshop information

Workshop

Date:	01.01.2016
Time:	10:00am - 5:00pm
Location:	//SEIBERT/MEDIA Kirchgasse 6 65185 Wiesbaden Google Maps

Organizational

- [ ] Whiteboard / flip chart
- [ ] Overhead projector with HDMI connector
- [ ] Internet access (WLAN or LAN)
- [ ] Catering

Participants

Name	Position
Sebastian Preuss	Project leader, //SEIBERT/MEDIA

Introduction

The Design Workshop is the core event to specify the layout of the intranet. Designers and consultants from //SEIBERT/MEDIA work with you in an interactive format to design the layout for your new intranet. Whiteboards and post-its will be used in various ways. Our goals for this workshop are to develop the basic layout including all elements, such as a logo, corporate guidelines and matching the corporate design. In addition, the contents of the dashboard and the space homepages will be defined.

Target group

The customer's project leader and project team, as well as representatives from corporate design or the design department should attend. The project leader, designers and consultants from //SEIBERT/MEDIA will attend.

Important: The Design Workshop is an interactive day where participants need to bring their creativity. To prepare for the workshop, all participants should familiarize themselves with the Corporate Design, and include a link to it from this page.

Agenda

Theme design workshop for Confluence and Linchpin projects

Introduction

- Clarify knowledge and expectations.
- Customer's Confluence/Linchpin.
- Factors that influence the design: usage, users, company.
    - Who uses the system, why do they use it? **WORKSHOP**
- Example Confluence designs.

Confluence knowledge

- Glossary: terms we use often in the Design Workshop.
- Structure of Confluence and the impact of collaboration.
- Navigation in Confluence.

Archetype theme: Modifications to match corporate design and usability optimizations

- Overview (Standard/Archetype theme/Linchpin Archetype theme)
- Comparison: Confluence standard theme vs. theme archetype
    - Usability optimization of the theme archetype
- Comparison: Archetype theme vs. Linchpin Archetype theme
- Mobile themes
- Side note: what is Linchpin?

Modifications to match corporate design

- Review UI guidelines and look at options. **WORKSHOP**
- Clarify requirements: browser versions, Confluence version, number of users, monitors, mobile usage, ...
- Collaboratively sketch ideas showing possible designs. **WORKSHOP**

Content design of specific pages

- Example dashboards
    - Example content
- Space homepage examples
    - Example content
- Example pages

Internal marketing for the system

- Possibilities for internal communication.
    - Where will the users find out why the system is being introduced, and why they should use it?
- Possibilities for branding: names, logos, mascots.
- Marketing materials: posters, brochures, videos, gimmicks, ...

Conclusion

- Answer open questions
    - Costs
- Define the next steps
    - Layout design
    - Timeline

Diese Seite auf Deutsch lesen.

Theming

Dashboard

Example	Customer	Type
	B. Braun Melsungen AG	LINCHPIN
	DER Touristik GmbH	LINCHPIN



Meyer Werft GmbH LINCHPIN



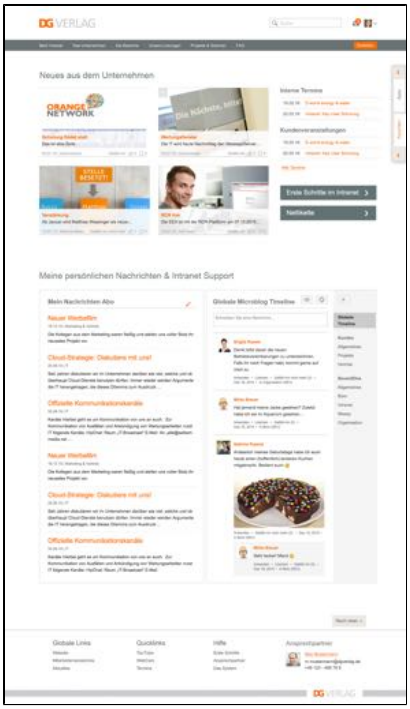
GEZE GmbH LINCHPIN



Siemens Betriebskrankenkasse — LINCHPIN



WAGO Kontakttechnik GmbH & Co. KG — LINCHPIN



DG Verlag e.G. LINCHPIN



UNIQA Österreich LINCHPIN



Fraport AG Standard



Carl Zeiss AG Standard

AppStore








Mobile Theme

Diese Seite auf Deutsch lesen.

Theme Design Workshop for Confluence and Linchpin Projects

- Example agenda
  - Introduction
  - Confluence knowledge
  - Archetype theme: Modifications to match corporate design and usability optimizations
  - Adapting the design to match the customer's corporate design
  - Content design for various pages
  - Internal marketing for the system
  - Conclusion
    - Presentation files
- Previously used agendas for the design workshop



Example agenda

Introduction

- Clarify knowledge and expectations.
- The customer's Confluence/intranet.
- Factors that influence the design: usage, users, company.
    - Who uses the system, why do they use it? **WORKSHOP**
- Theme Design - Portfolio.

Confluence knowledge

- Glossary: terms we use often in the Design Workshop.
- Structure of Confluence and the impact of collaboration.
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Archetype theme: Modifications to match corporate design and usability optimizations

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- Mobile themes
- Side note: what is Linchpin?

Adapting the design to match the customer's corporate design

- Review UI guidelines and look at options. **WORKSHOP**
- Clarify requirements: browser versions, Confluence version, number of users, monitors, mobile usage, ...
- Collaboratively sketch ideas showing possible designs. **WORKSHOP**

Content design for various pages

- Example dashboards
    - Example content
- Space homepage examples
    - Example content
- Example pages

Internal marketing for the system

- Possibilities for internal communication
    - Where will the users find out why the system is being introduced, and why they should use it?
- Possibilities for branding: names, logos, mascots
- Marketing materials: posters, brochures, videos, gimmicks, ...

Conclusion

- Answer open questions
    - Costs
- Define the next steps
    - Layout design
    - Timeline

Presentation files

Confluence_Linchpin_Design_Workshop.odp

Confluence_Linchpin_Design_Workshop.pdf

Previously used agendas for the design workshop

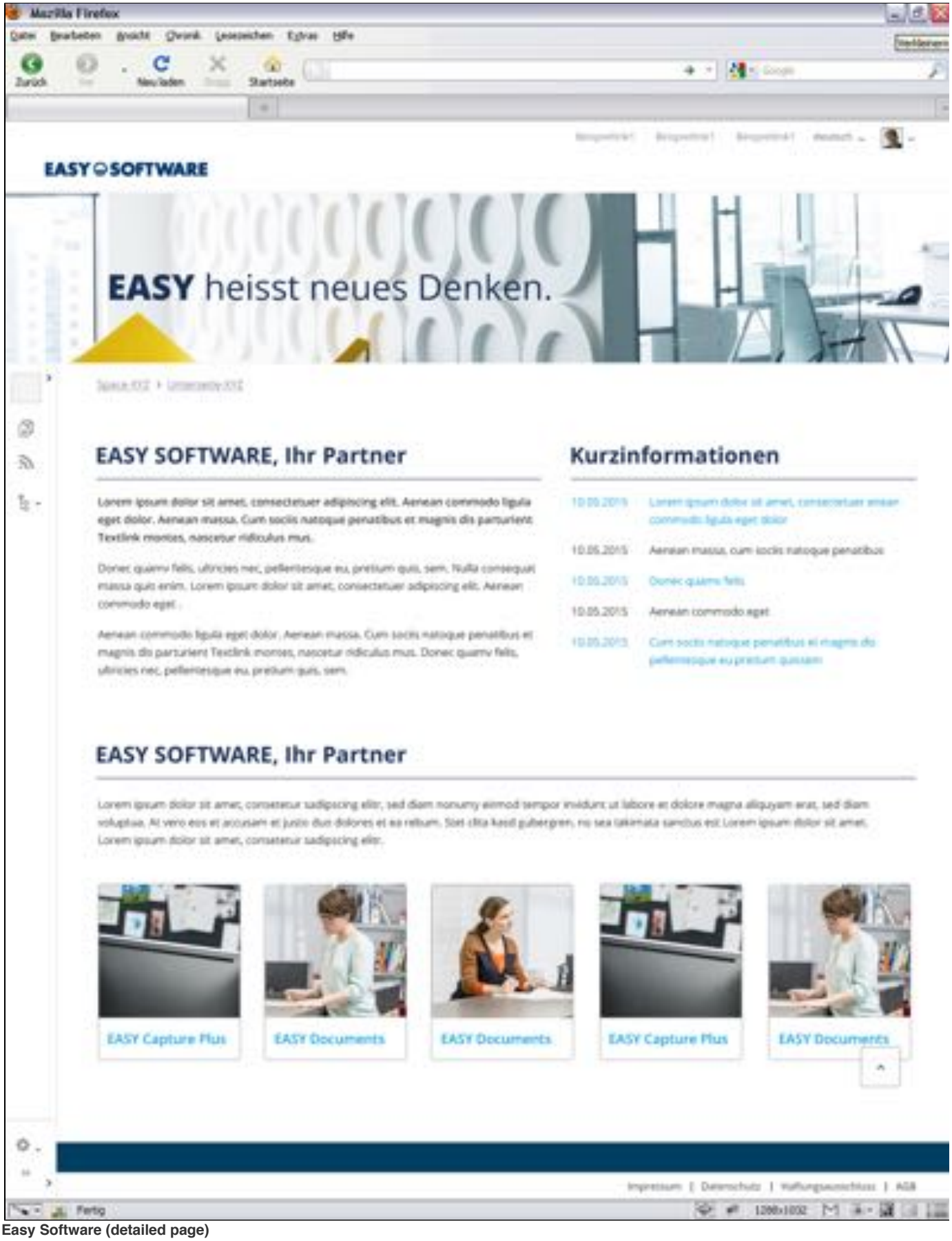
Previous agendas

Theme Design - Portfolio

Confluence themes

Easy Software (space home page)

- Provides and information distribution platform (only a few selected employees maintain the content in Confluence)
- Simplified, basic.
- Provides a personal connection through the use of specific images.



Easy Software (detailed page)

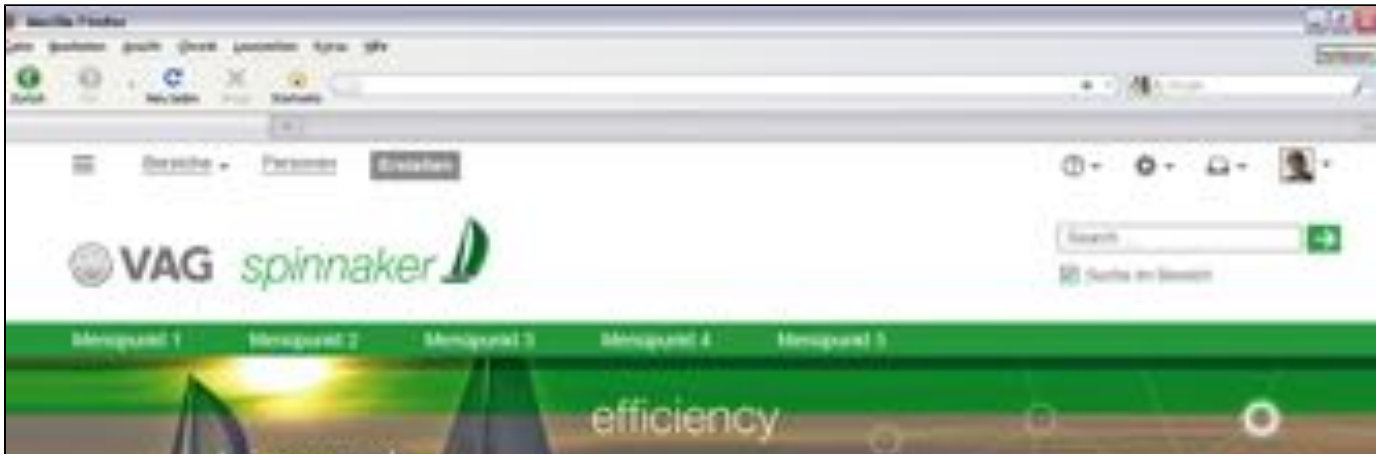


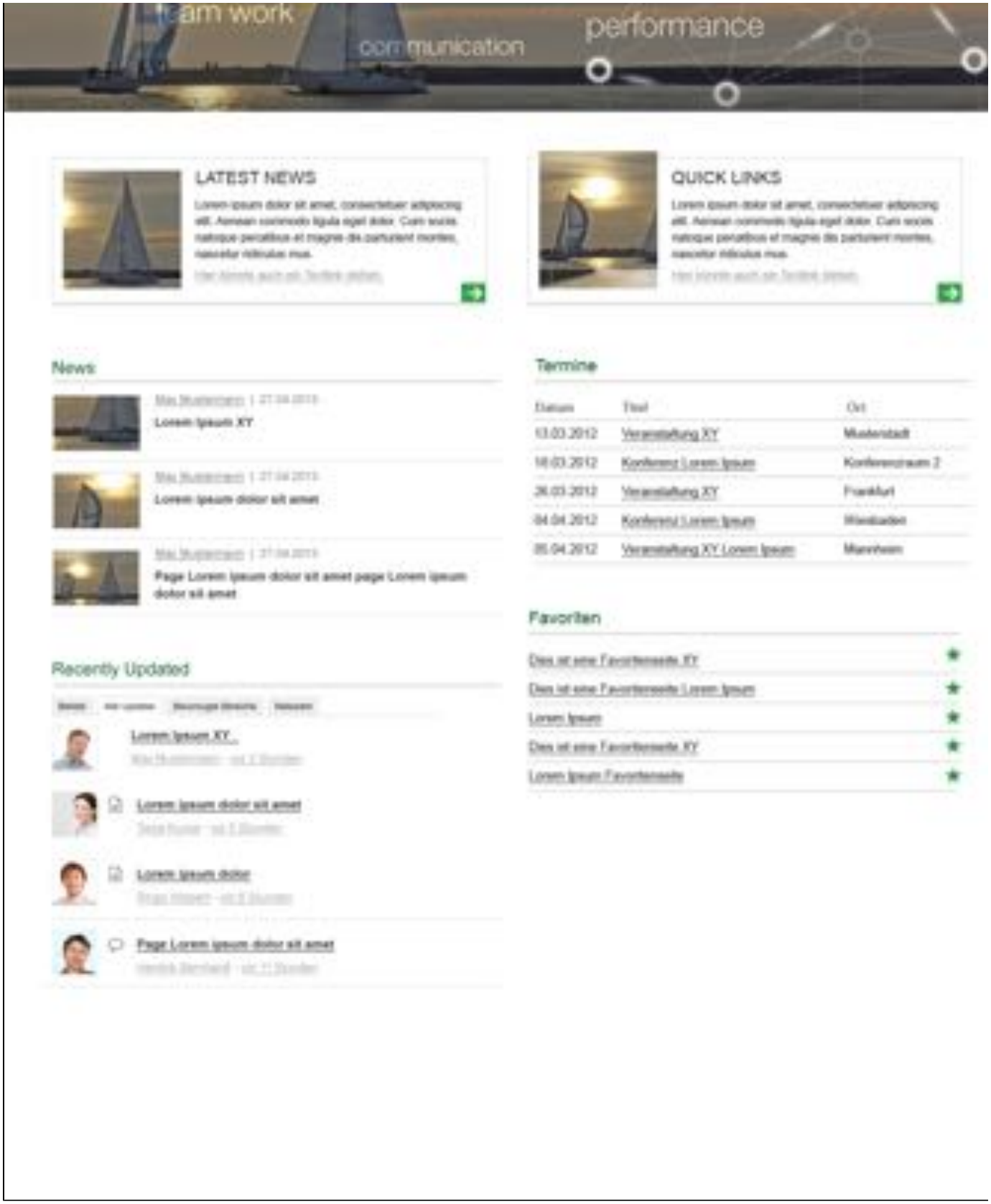

EASY SOFTWARE
Eingangsrechnungsverarbeitung
Kursinformationen
Zusatzinformationen
Text 1
Text 2



VAG spinnaker (dashboard)

- A much more graphical presentation.





Zeiss Wiki (space home page)

- Simple, basic.
- Important locations immediately visible.



ZEISS WIKI

Suche

Menupunkt 1 Menupunkt 2 Menupunkt 3 Menupunkt 4

Übersicht › Bereich XY

Willkommen im Bereich XY



Lorem ipsum dolor sit amet, consectetuer adipiscing elit. Aenean commodo ligula eget dolor. Aenean massa. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Donec quam felis, Textlink ultricies nec, pellentesque eu, pretium Externer Textlink quis, sem. Nulla consequat massa quis enim. Lorem ipsum dolor sit amet, consectetuer adipiscing elit.



Wichtiger Teaser

Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam

› mehr



Wichtiger Teaser

Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna

› mehr



Wichtiger Teaser

Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna

› mehr

News

Max Mustermann erstellt am 2. April 2013

News Lorem Ipsum News

Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore aliquyam erat, sed diam voluptua. At vero eos et accusam et ...

Max Mustermann erstellt am 2. April 2013

News Lorem Ipsum News

Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore aliquyam erat, sed diam voluptua. At vero eos et accusam et ...

› mehr

Letzte Änderungen

Beliebt Alle Updates Bevorzugte Bereiche

Max Mustermann

Projektübersicht / Lasertechnik

Jan 20, 2013 aktualisiert (Änderung anzeigen)

Projekt XY – Dokumentation

Jan 20, 2013 aktualisiert (Änderung anzeigen)

Max Mustermann

Neuanschaffungen 2013 – Lasertechnik

Jan 20, 2013 aktualisiert (Änderung anzeigen)

Max Mustermann

Projekt XY – Dokumentation

Jan 20, 2013 kommentiert

Gefällt mir Sei der Erste, dem dies gefällt.

Keine Abonnenten

Kommentar

mmustermann sagt:

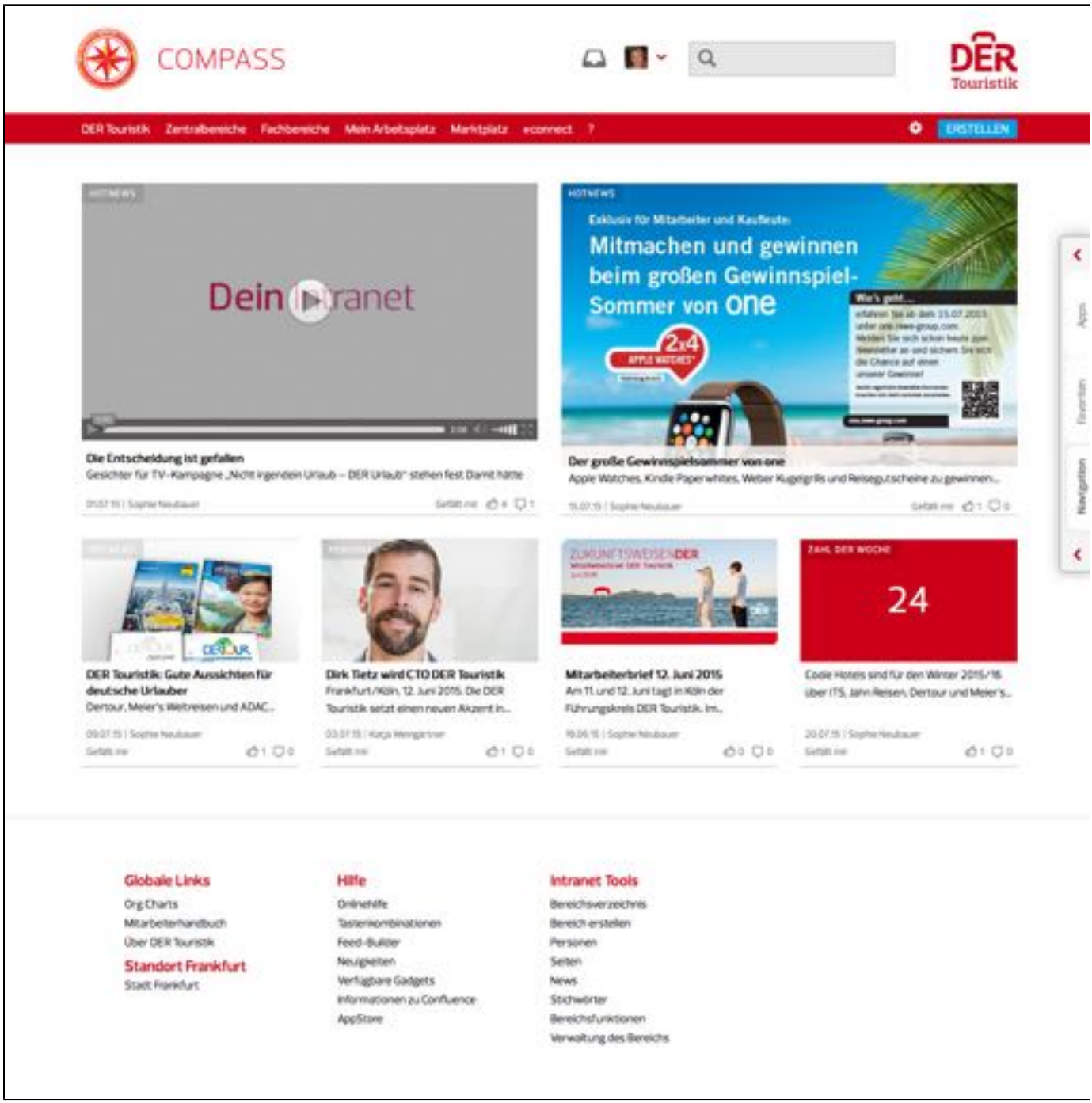
Dies ist ein Testkommentar.



Linchpin themes

DER Touristik – COMPASS (dashboard)

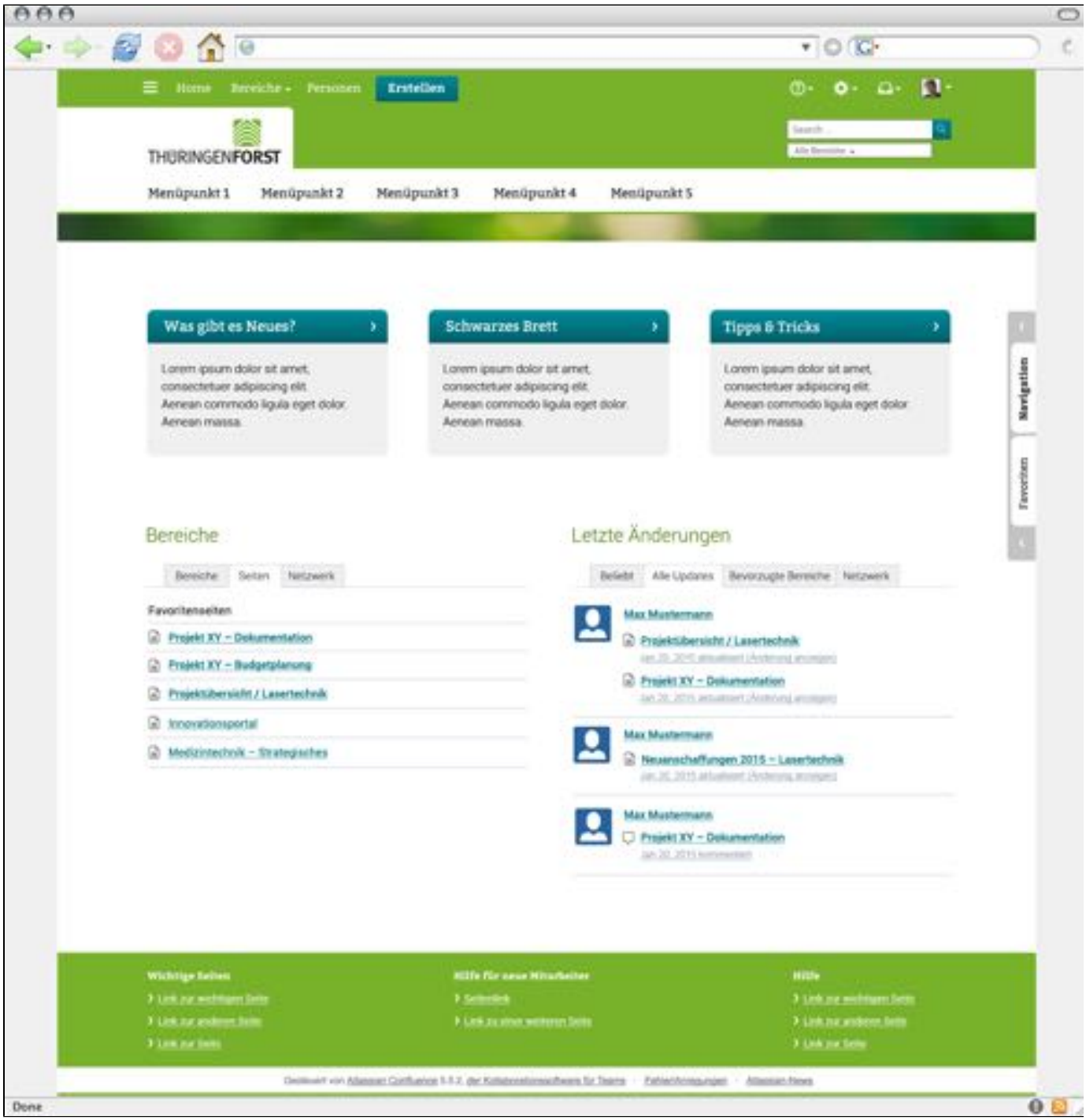
- Corporate news is the focus.



ThüringenForst (dashboard)

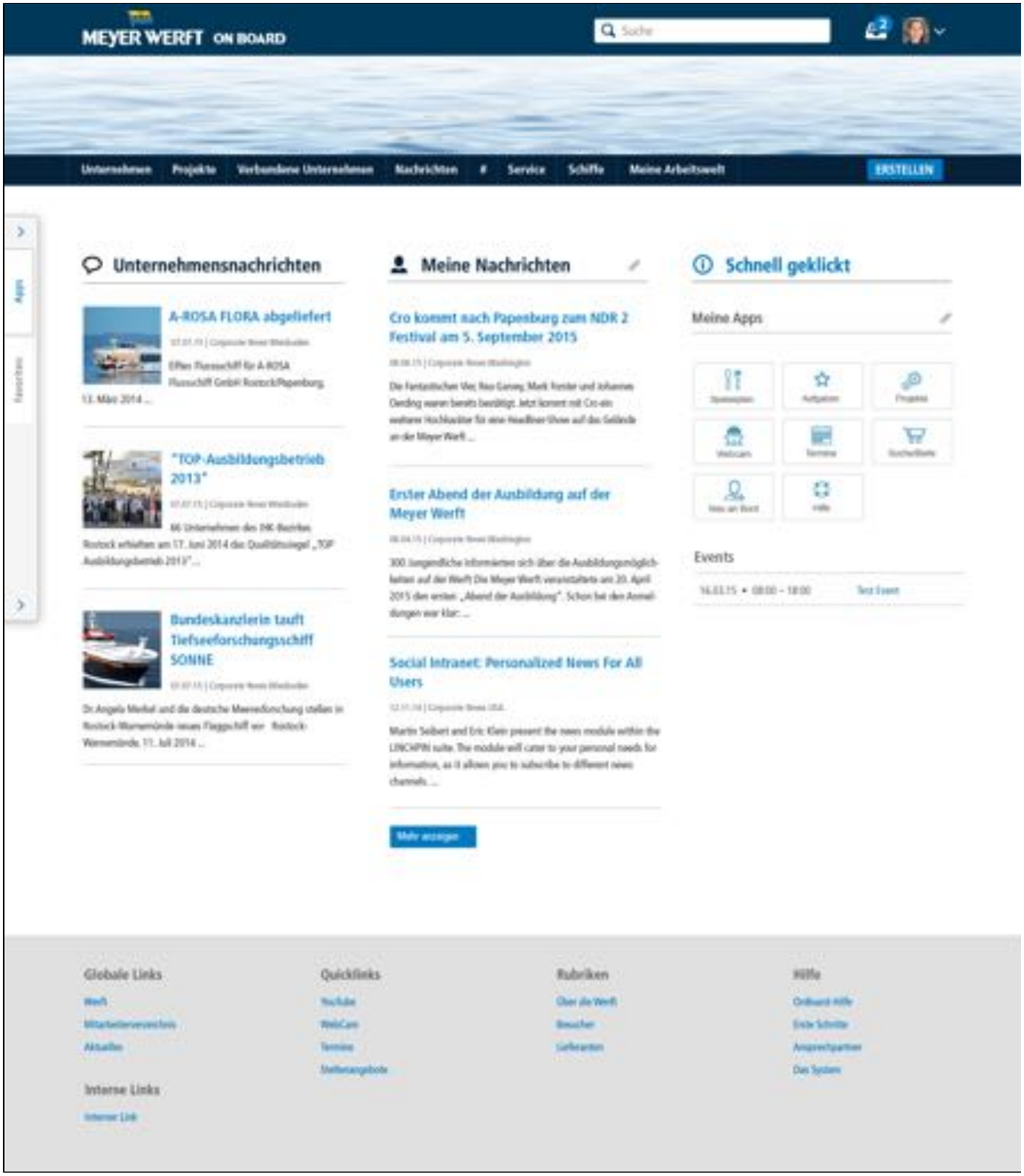
- Teaser boxes.
- Typical Confluence elements.

- Linchpin theme without add-ons.



MEYER WERFT – ON BOARD (dashboard)

- Emotional name.
- Invites users to participate.



RHÖN-KLINIKUM AG – WIR connect (dashboard)



Nachrichten



Querschnittgelähmten-Zentrum wird als eigene Klinik weitergeführt – Dr. Ines Kunze zur Chefärztin ernannt



Initiative für Innovation und Behandlungsexzellenz: MEDIAN-KLINIKUM AG startet umfassenden Förderpool

Mehr anzeigen

Abonnements

Medical Board definiert medizinische Initiativen: Im Fokus stehen Innovation und Behandlungsexzellenz

Spitzenmedizin für unsere Patienten – Die Imagebroschüre der MEDIAN-KLINIKUM AG

Cloud und Datenschutz – ein Widerspruch?

Mehr anzeigen

Schwarzes Brett

Max Mustermann
Zeugnisübergabe und Ausbildungsbeginn an der Schule für Gesundheits- und Krankenpflege.

Prof. Dr. Martina Maier
Man kann sich nun für die Fortbildung Drachenkoma in der Zentralklinik Bad Berka anmelden!

Rüdiger Schulz
Wir begrüßen alle neuen Auszubildenden und wünschen eine schöne Ausbildungszeit bei uns!

Max Mustermann
Zeugnisübergabe und Ausbildungsbeginn an der Schule für Gesundheits- und Krankenpflege.

Prof. Dr. Martina Maier
Man kann sich nun für die Fortbildung Drachenkoma in der Zentralklinik Bad Berka anmelden!

Mehr anzeigen

Beliebte Seiten

- Infos aus erster Hand
- Veranstaltungen
- Aktuelle Pressemitteilungen
- Forschung

Mehr anzeigen

Stellenangebote

	Radiologe/ in	
	Auszubildende/ er (medizinische Pflege)	
	Apotheker/ in	
	Krankenpfleger/ in	
	Pyschotherapeut/ in	

Mehr anzeigen

Wichtige Seiten
- News
- Telefonbuch
- Mitarbeiter-Forum

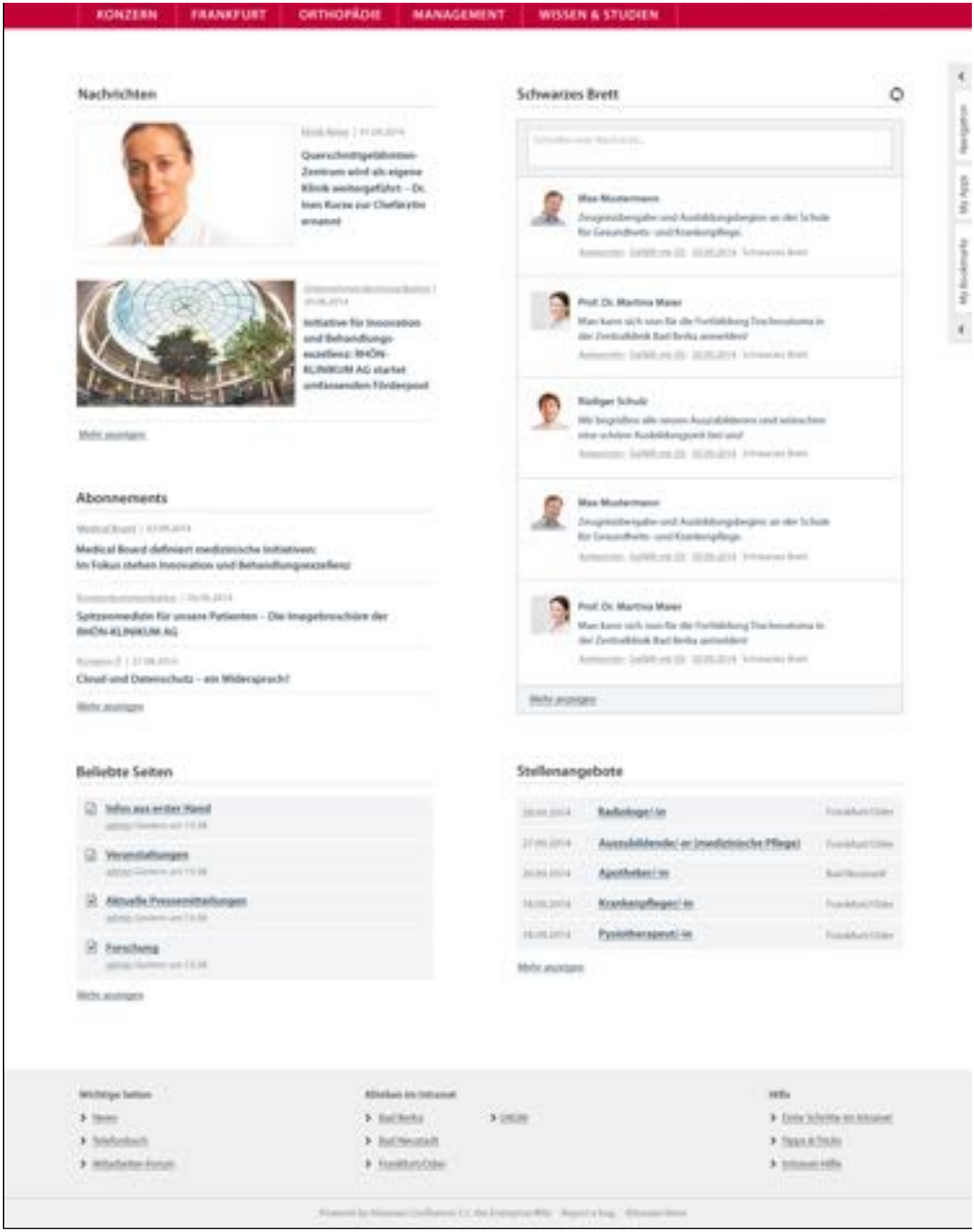
Kliniken im Intranet
- Bad Berka
- Bad Neustadt
- Frankfurt/Oder
- UKLM

Hilfe
- Erste Schritte im Intranet
- Tipps & Tricks
- Intranet-Hilfe

Erstellen

Klinikum Frankfurt (Oder)

WIR connect



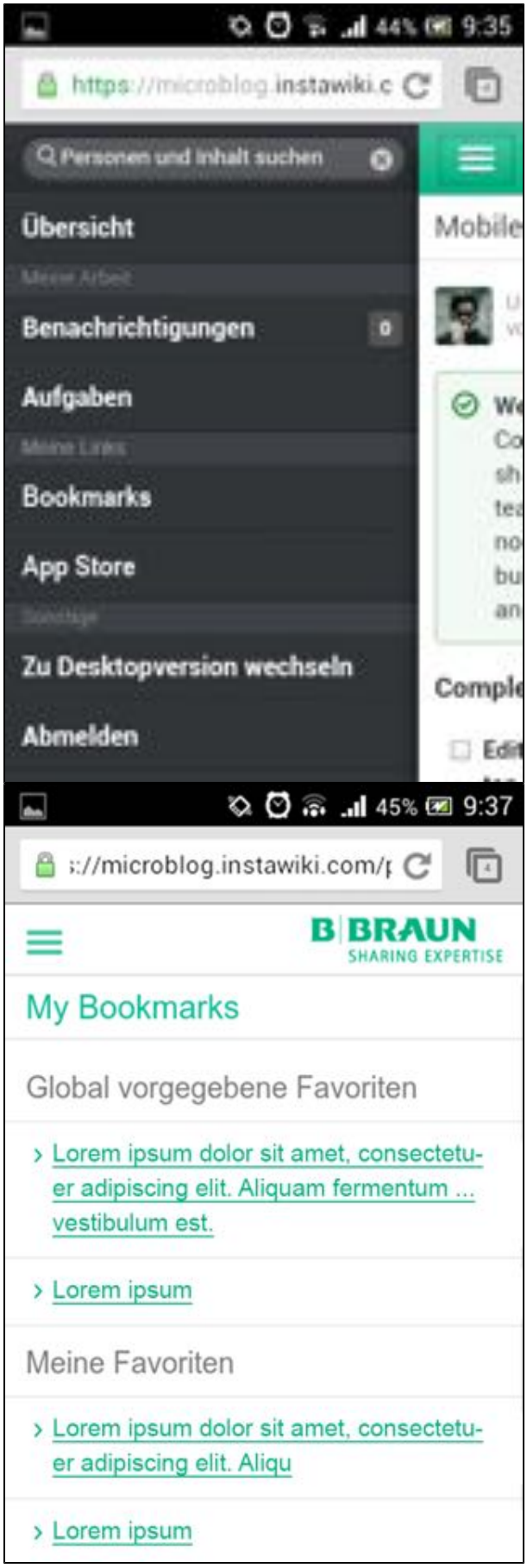
Mobile Themes

Mobile Confluence theme


LOGO
Populär
Blogs
Netzwerk
Beispieltext für einen zweispaltigen Seitentitel
gestern um 16:04
4 4
Beispieltext für einen zweispaltigen Seitentitel
gestern um 16:04
4 4
Beispieltext für einen zweispaltigen Seitentitel
gestern um 16:04
4 4
Dies ist ein Seitentitel
gestern um 16:04
4 4
Ein weiterer Seitenttel
gestern um 16:04
4 4
Es folgt ein dreizeiliger Seitentitel, der bei langen Überschriften eintreten würde
gestern um 16:04
4
Mehr anzeigen



Mobile Linchpin theme


44% 9:35
https://microblog.instawiki.c
Personen und Inhalt suchen
Übersicht
Benachrichtigungen
0
Aufgaben
Bookmarks
App Store
Zu Desktopversion wechseln
Abmelden
Mobile
45% 9:37
://microblog.instawiki.com/
B BRAUN
SHARING EXPERTISE
My Bookmarks
Global vorgegebene Favoriten
› Lorem ipsum dolor sit amet, consectetu-er adipiscing elit. Aliquam fermentum ... vestibulum est.
› Lorem ipsum
Meine Favoriten
› Lorem ipsum dolor sit amet, consectetu-er adipiscing elit. Aliqu
› Lorem ipsum



Example Dashboards

- Standard themes
- Linchpin themes



CONFLUENCE



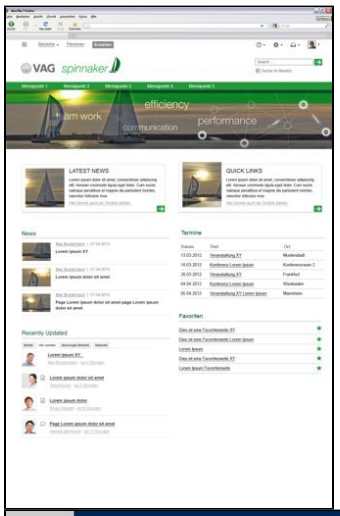
LINCHPIN

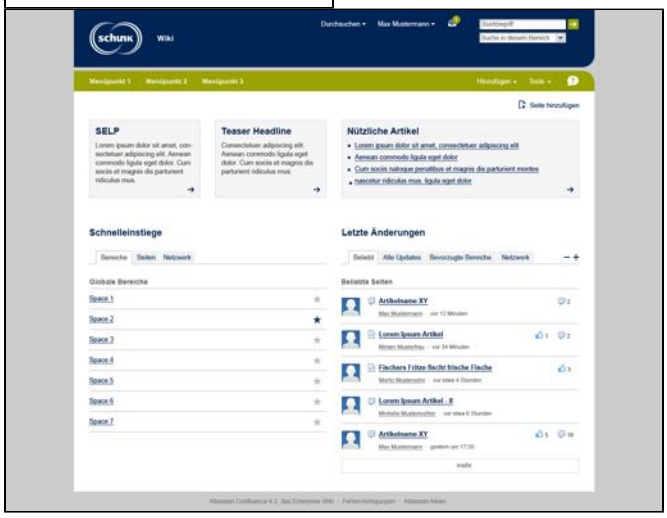
The dashboard is often the first page users see. This first impression is most important where users subconsciously decide whether they are open to the system and want to work with it, or not.

You can strongly influence this first impression with the graphical design and layout, and increase the success of your company's intranet project.

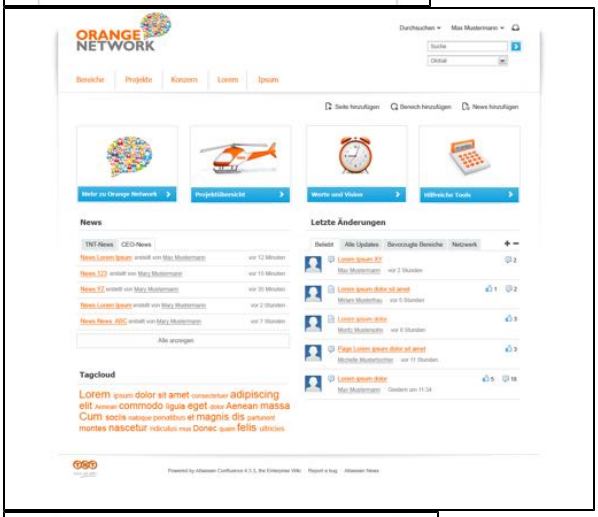
Standard themes

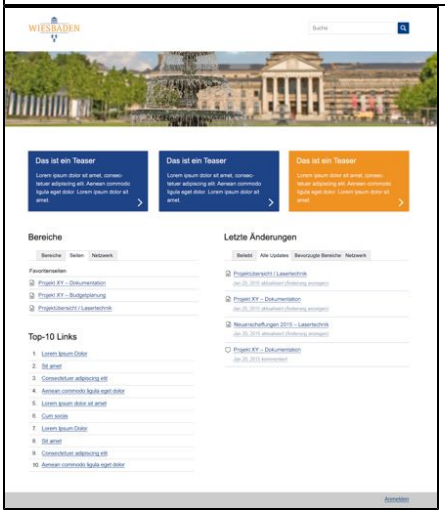

Wichtiger Teaser
Wichtiger Teaser
Wichtiger Teaser
News
Letzte Änderungen
Meine Favoriten
Top Ten Bereiche
Beliebteste Stichwörter

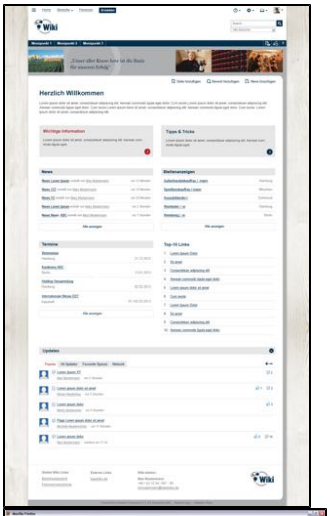

VAG spinnaker
efficiency
team work
communication
performance
LATEST NEWS
QUICK LINKS
News
Termine
Favoriten
Recently Updated

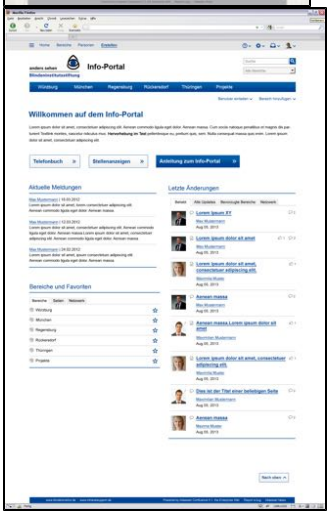

schunk
Wiki
Durchsuchen
Max Mustermann
Menüpunkt 1
Menüpunkt 2
Menüpunkt 3
Seite hinzufügen
SELP
Teaser Headline
Nützliche Artikel
Schnelleinstiege
Letzte Änderungen
Bereiche
Seiten
Netzwerk
Globale Bereiche
Space 1
Space 2
Space 3
Space 4
Space 5
Space 6
Space 7
Beliebt
Alle Updates
Bevorzugte Bereiche
Beliebte Seiten
Artikelname XY
Lorem Ipsum Artikel
Fischers Fritze fischt frische Fische
Lorem Ipsum Artikel - II
Artikelname XY
mehr

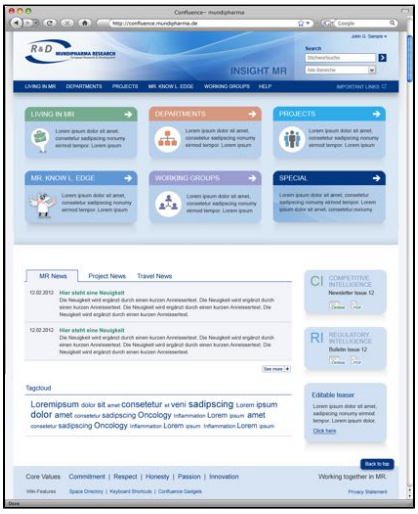

LOTTO Wiki
Übersicht
News
Letzte Änderungen
Termine
Favoriten
Atlassian

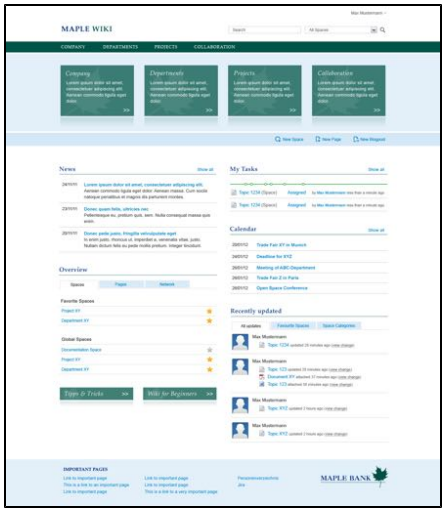

ORANGE NETWORK
Bereiche
Projekte
Konzern
Lorem
Ipsum
News
Letzte Änderungen
Tagcloud

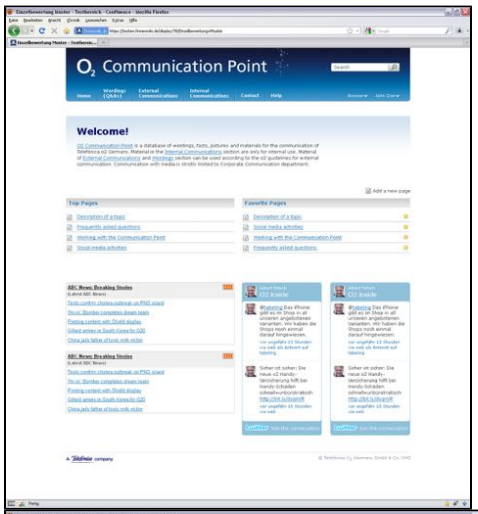

WIESBADEN
Das ist ein Teaser
Das ist ein Teaser
Das ist ein Teaser
Bereiche
Letzte Änderungen
Top-10 Links

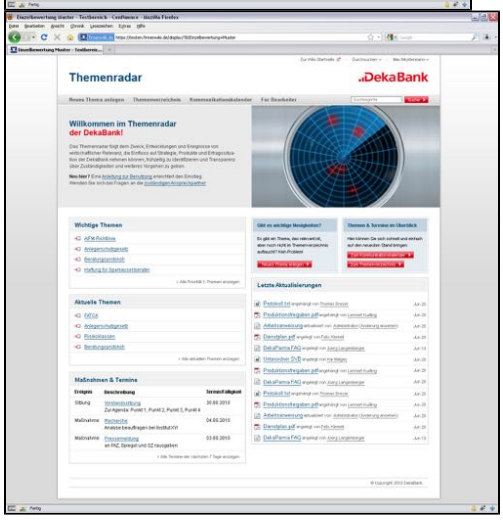

Wiki
Herzlich Willkommen


Info-Portal
Willkommen auf dem Info-Portal
Telefonbuch
Stellenanzeigen
Anmeldung zum Info-Portal
Aktuelle Meldungen
Letzte Änderungen
Bereiche und Favoriten


Confluence - mundipharma
INSIGHT MR
LIVING IN MR
DEPARTMENTS
PROJECTS
MR. KNOW L. EDGE
WORKING GROUPS
SPECIAL
MR News
Project News
Travel News
Tagcloud
Core Values | Commitment | Respect | Honesty | Passion | Innovation
Working together in MR.

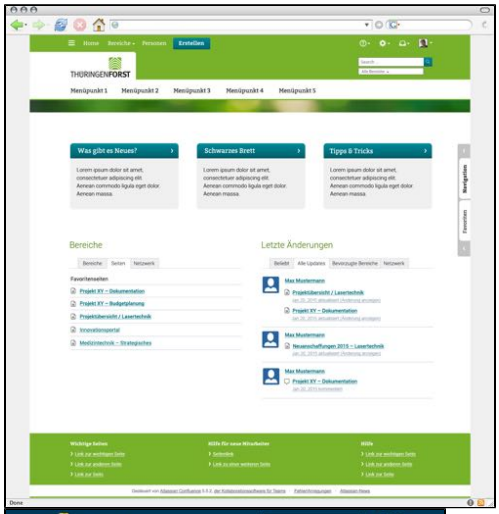

MAPLE WIKI
COMPANY
DEPARTMENTS
PROJECTS
COLLABORATION
Company
Departments
Projects
Collaboration
News
My Tasks
Calendar
Overview
Recently updated
Tips & Tricks
Wiki for Beginners
IMPORTANT PAGES
MAPLE BANK

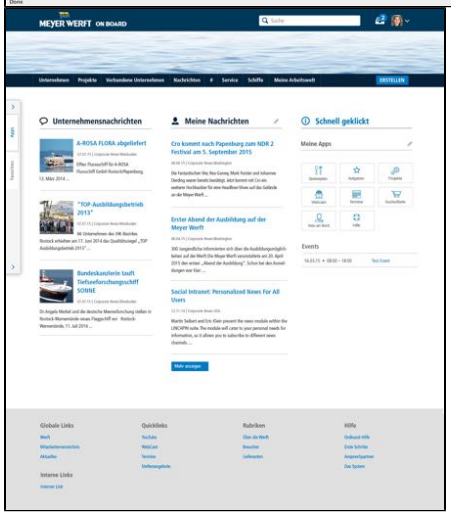

O2 Communication Point
Welcome!
Top Pages
Favorite Pages

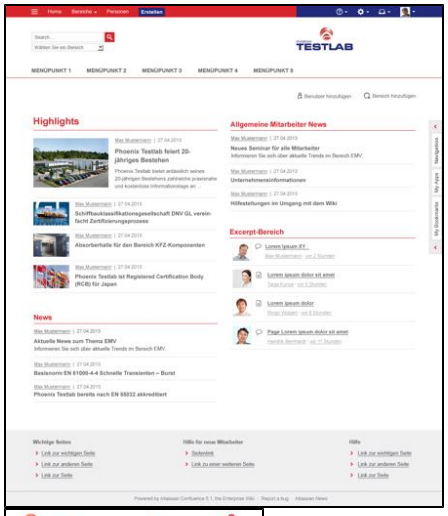

Themenradar
DekaBank
Willkommen im Themenradar der DekaBank!
Wichtige Themen
Aktuelle Themen
Maßnahmen & Termine
Letzte Aktualisierungen

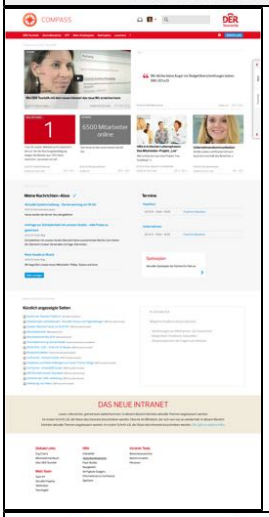


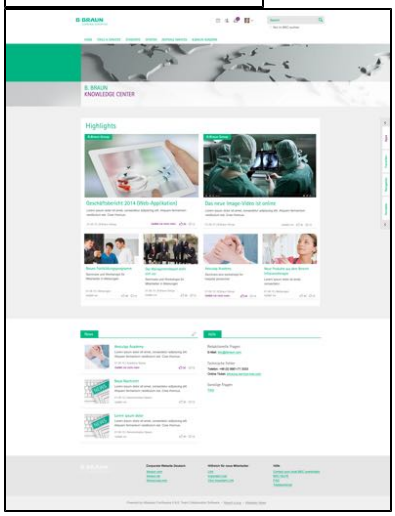
Linchpin themes











Example Space Homepages

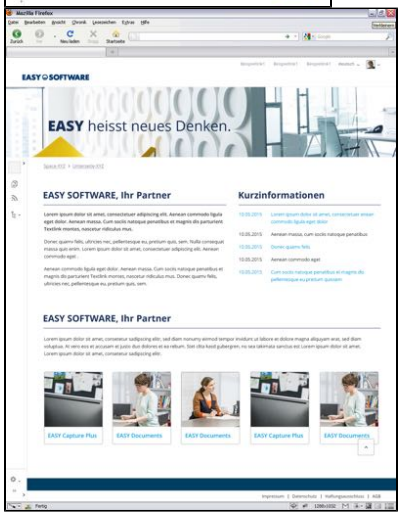
Good templates for space landing pages help editors improve their content.

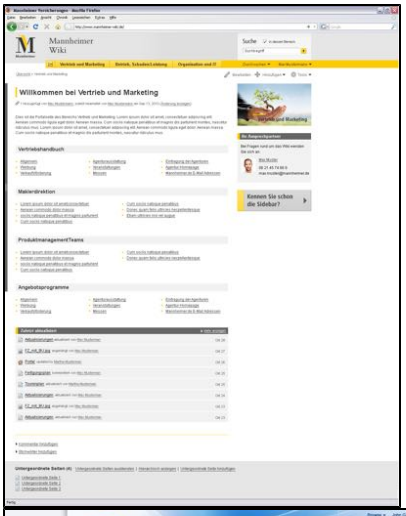
Users can more easily use the system when there are recurring ways to enter data, or recurring elements on pages, or common design elements.



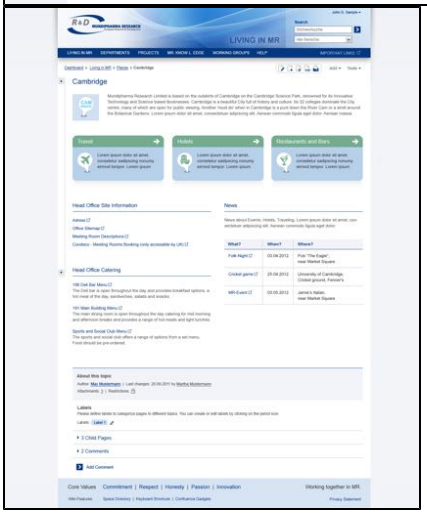
Standard themes

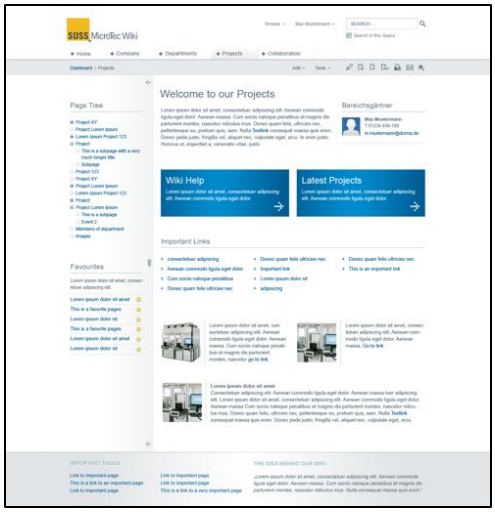





Mannheimer Wiki
Willkommen bei Vertrieb und Marketing
Vertriebshandbuch
Maklerdirektion
ProduktmanagementTeams
Angebotsprogramme
Kennen Sie schon die Sidebar?


MR. KNOW L. EDGE
REGULATORY INTELLIGENCE
COMPETITIVE INTELLIGENCE
DISEASE KNOWLEDGE
TECHNOLOGICAL KNOWLEDGE
OTHERS
PAGE TREE
Welcome to our Database for Disease Knowledge
Share your knowledge
Teaser with editable content
Recently updated
Recent discussions about Disease Knowledge
Admins in this space


LIVING IN MR
Cambridge
Travel
Hotels
Restaurants and Bars
Head Office Site Information
News
Head Office Catering
Core Values | Commitment | Respect | Honesty | Passion | Innovation
Working together in MR



Linchpin themes



Example Pages

Standard themes




Eingangsrechnungsverarbeitung
Kurzinformationen
Zusatzinformationen
Kurzinformationen
Kurzinformationen


This is a subpage with a very much longer title lorem ipsum dolor sit amet, consectuer adipiscing elit





Detailseite-XYZ

Headline 1



SSI SCHÄFER Großmülltonnen

Details

Video

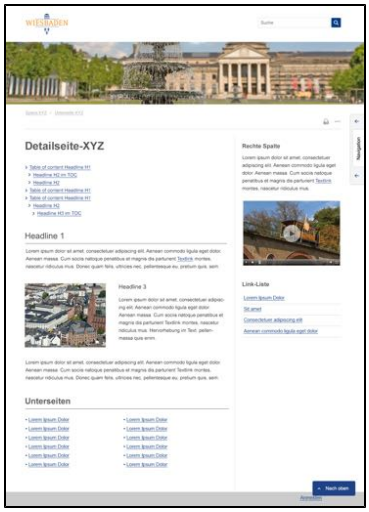
Preise

Kommentar



Detailseite-XYZ

Headline 1



Linchpin themes

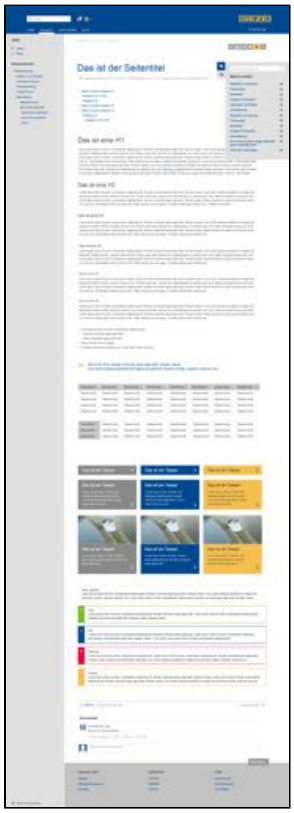






Split Sidebar

- Left sidebar (space navigation)
    - Often used, so users happily keep the sidebar expanded.
    - Shifts content over.
- Right sidebar (global links: favorites, apps, people, ...
    - Links are only needed for a short time, then they can be hidden.
    - Displayed over the content.



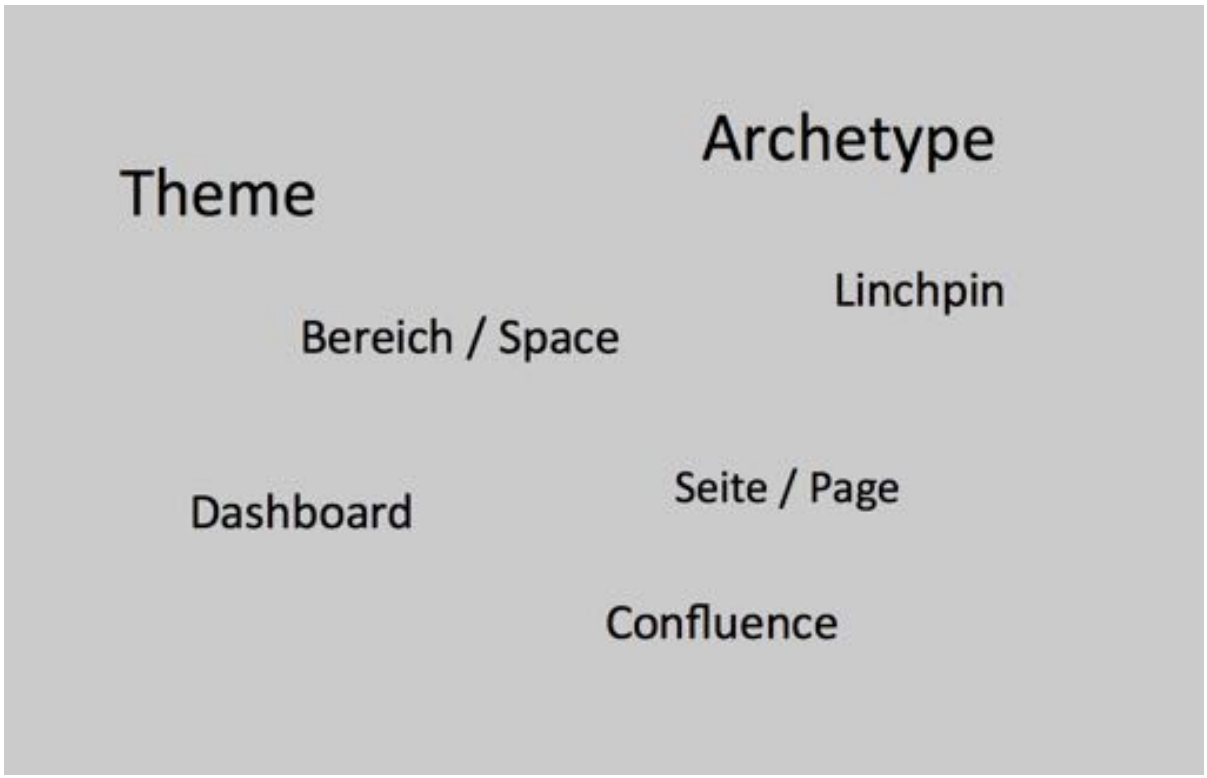


Example Content for Dashboards and Space Homepages

Dashboard	Space homepage
Introduction	Introduction
	Team introduction
	Project introduction
Teaser boxes	Teaser boxes
Tips + Tricks for using Confluence	
Support contact	Space contact
Recent changes	Recent changes in this space
Overview	Page navigation
Header image	Space-specific colors and graphics
...	...
Additional options supported by Linchpin add-ons	
Company News • Cover stories • Blog highlights	News from this space
Update wall	
Microblog	Space microblog
App center	
Events	Space-specific events
...	Custom user list

Custom user search

Glossary: Terms We Use Often in the Design Workshop



Word/Phrase	Meaning
Theme	The theme includes the graphical interface, the design that is displayed within Confluence. It is installed as an add-on.
Theme archetype	//SEIBERT/MEDIA works on a technical basis with theme archetypes. These are customized to meet customers' needs. The archetype is regularly tested to make sure it functions with the most recent Confluence Versions, meaning that occasionally, theme updates are released.
Dashboard	The homepage or landing page in Confluence, from which you can reach all spaces and pages. It is similar to a cockpit, allowing you to access the content within Confluence.
Space	All pages in Confluence are located in spaces. It is essentially a grouping of pages. Restrictions can be implemented logically at the space-level.
Page	Pages contain all content in Confluence. They can be hierarchically ordered. Every page belong to one space.
Space home	The landing page for each space.
Corporate Design Styleguide	Also known as UI guidelines/CD guideline: rules that designs must follow within a company.
Header	Header (top) of a website or software program.
Footer	Footer (bottom) of a website or software program.
Sidebar	An area on one side that can be expanded or collapsed. Important Confluence navigation elements are in the sidebar.

Toolbar	An area with quick links to favorite or regularly used functions.

Concept Design

Workshop information

Introduction

The Design Workshop is the core event to specify the layout of the intranet. Designers and consultants from //SEIBERT/MEDIA work with you in an interactive format to design the layout for your new intranet. Whiteboards and post-its will be used in various ways. Our goals for this workshop are to develop the basic layout including all elements, such as a logo, corporate guidelines and matching the corporate design. In addition, the contents of the dashboard and the space homepages will be defined.

Important: The Design Workshop is an interactive day where participants need to bring their creativity. To prepare for the workshop, all participants should familiarize themselves with the Corporate Design, and include a link to it from this page.

On this page

- Workshop information
  - Introduction
  - On this page
- Agenda
  - Presentation
  - Examples and tools
    - Select features of the Linchpin suite
      - Further information
    - Factors that influence theme design
    - Intranet branding: example names, logos and mascots
      - Company name + wiki
      - Intranet name
      - System mascots
    - Navigation in Confluence
  - Confluence standard theme
  - Archetype theme
  - Usability optimization of the Archetype theme
    - Main navigation menu based on the menu editor
    - Targeted search option
    - Back-to-top button
    - Toolbar
    - Improved typography concept
    - Versatile teaser boxes
  - Confluence Archetype theme
  - Linchpin Archetype theme
    - Sticky header in Linchpin Archetype theme:
    - Structure of Confluence and the impact of collaboration
  - Marketing materials
    - Flyers and posters
    - Short instructions in a brochure format
    - Gimmicks
      - Desk equipment
      - Stickers
      - Mousepad with Confluence shortcuts
      - Screen saver with Confluence shortcuts
      - Image video
- Workshop results
  - Image gallery
  - Documentation and open questions

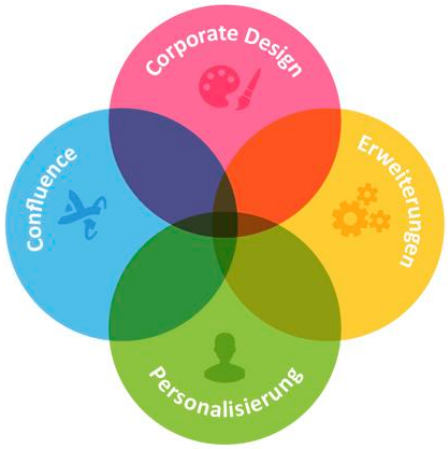
Agenda

Presentation

Confluence_Lin...n_Workshop.odp

Examples and tools

Side note: What is Linchpin?



Select features of the Linchpin suite

- Employee search and extensible custom user profiles.
- Top-down and bottom-up communication .
- Fully integrated microblog.
- Personalized navigation menu and landing page.
- Integration of key enterprise applications.
- Simplified themes for corporate design.

Further information

- More details: What is Linchpin? (with video)
- LINCHPIN.pdf (PDF)
- www.linchpin-intranet.com

Factors that influence theme design

Factors that influence theme design



Example intranet names and logos

Intranet branding: example names, logos and mascots

Company name + wiki

SÜSS MicroTec Wiki

MAPLE WIKI

Intranet name

ORANGE NETWORK

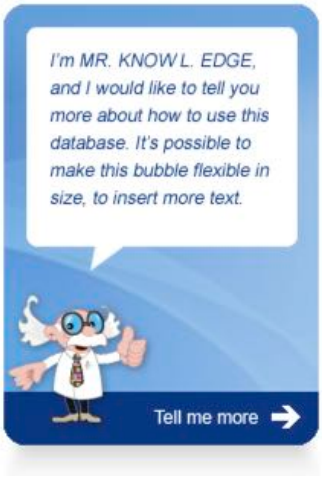
COMPASS



O_2 Communication Point



System mascots







Navigation in Confluence

Navigation in Confluence

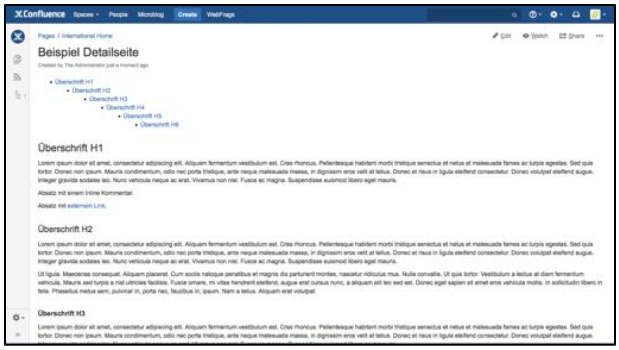
- There are many ways to navigate through Confluence.
- One of the most important navigation tools is the search.
- There are also favorites, space overviews, recent changes, ...
- Within a space, users navigate between pages using the page tree.

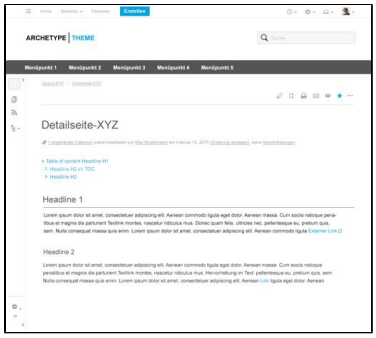
It is not so easy for occasional users to find this content. Therefore, it is helpful to include following additional elements:

- A main navigation bar.
- Teaser boxes.

Confluence standard theme vs. Archetype theme

Confluence standard theme	***Archetype theme***

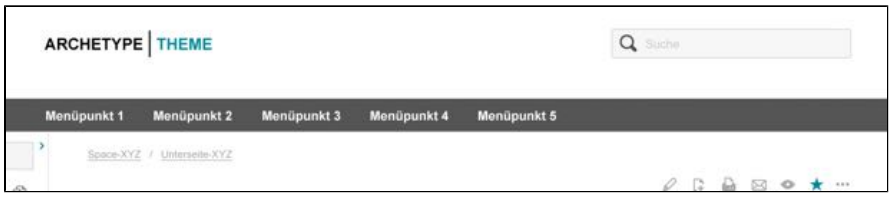




Confluence functions stay in the one place in the archetype. In addition, this theme contains a number of elements to improve usability.

Usability optimization of the Archetype theme

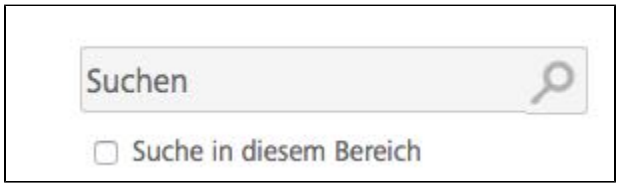
Main navigation menu based on the menu editor





- The navigation menu expands upon the default navigation elements (search, favorites, sidebar), and is one of the most well-known elements from web pages.
- Easily editable with the menu editor.
- Up to three hierarchical levels available.
- Titles and links freely configurable.

Targeted search option



- Complements the general search by allowing users to limit searches to the current space.

Back-to-top button



- Many important elements are places at the top of the page. On long pages, the back-to-top function is useful.
- This button scrolls dynamically with the page.

Toolbar



- Popular elements from the "Create" and "Tools menus are available via icons in the toolbar, making it faster to work in the intranet.

Improved typography concept

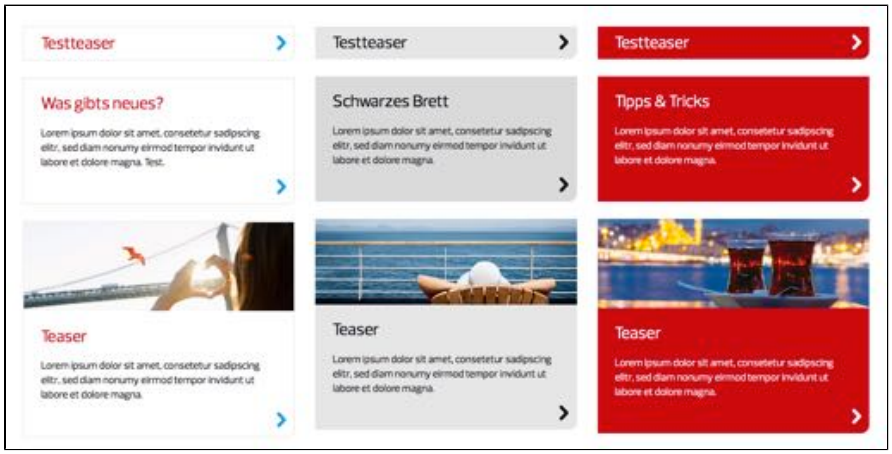


Why adapt fonts?

- Improved readability (clearer structure, content flow, manageable line lengths).
- Important when adapting the layout to match the corporate design.
    - Web fonts are available.



Versatile teaser boxes



- A teaser box set allows for high-quality and visible presentation of content.
- Teaser boxes strongly influence the design of an intranet site (adaptable to match the corporate design).

Diese Seite auf Deutsch lesen.

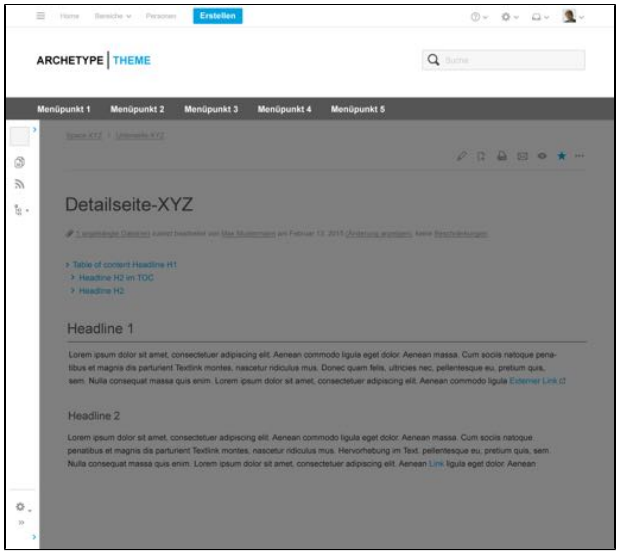
Archetype theme vs. Linchpin Archetype

Confluence Archetype theme

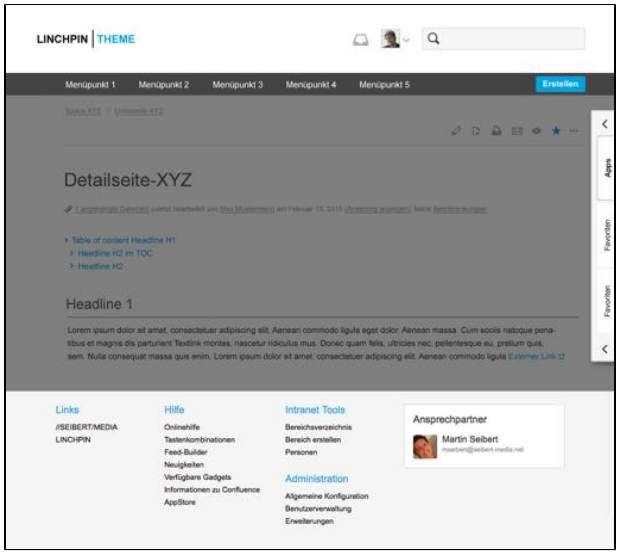
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Linchpin Archetype theme

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Sticky header in Linchpin Archetype theme:

Normal view:



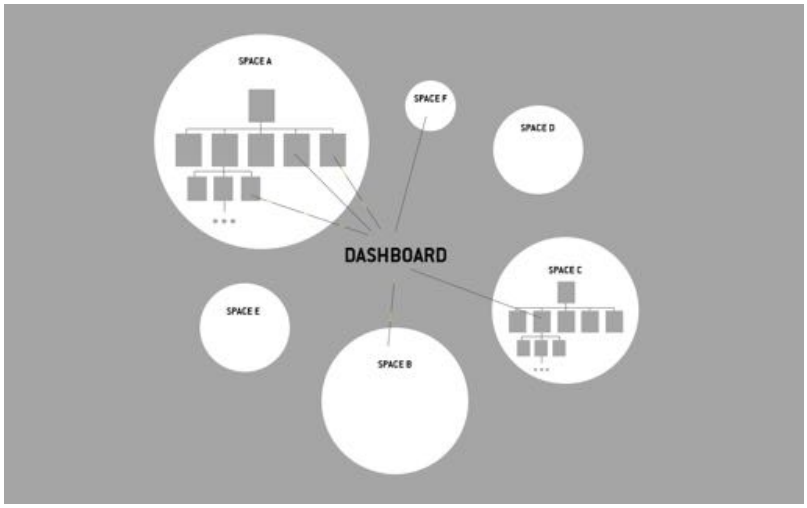
Smaller header when scrolling:



Diese Seite auf Deutsch lesen.

Structure of Confluence and the impact of collaboration

Structure of Confluence and the impact of collaboration



Struktur_Confluence.pdf

- Dashboard (overview)
- Spaces
- Pages

- Alle spaces are on one level. There are no sub-spaces.
- Pages are located within spaces.
- You can use a hierarchical structure within each space.

Marketing materials

Marketing materials

Flyers and posters



COMPASS
My way. Our future.

Informationen zum ersten Log-In

COMPASS ist ab sofort als Startseite in Ihrem Browser hinterlegt. Hier können Sie sich mit den gleichen Legitimationsdaten wie an Ihrem Windows-Computer anmelden. Sollte dies nicht funktionieren, senden Sie eine E-Mail an intranet@dertouristik.com.

Schnelle Hilfe garantiert

Im Hilfebereich finden Sie nicht nur Antworten auf häufig gestellte Fragen. Sie haben hier auch die Möglichkeit Ihre Frage in den Microblog des Hilfebereichs zu schreiben. Das Redaktionsteam sowie weitere Kollegen werden sich um Ihre Fragen kümmern.

Die ersten Schritte in COMPASS

Nach der Anmeldung lassen wir Sie nicht alleine. Im Hilfebereich, den Sie unter dem "?" in der roten Menüleiste erreichen, finden Sie die „Ersten Schritte". Hier wird Ihnen mit Hilfe von Kurz-Videos der Einstieg in das neue System erleichtert. Und vielleicht begegnen Sie dabei auch dem einen oder anderen Kollegen.

Ansprechpartner bei Feedback

Im Gegensatz zu anderen Intranets haben Sie in COMPASS die Möglichkeit Ihr Wissen selbstständig zu teilen. So können Sie sich jederzeit und überall in COMPASS einbringen. Sollten Sie Ideen, Kritik und Verbesserungsvorschläge haben, wenden Sie sich an das COMPASS-Redaktionsteam. Den Kontakt finden Sie im unteren Bereich der Startseite unter „Wichtige Links".

www.intranet.dertouristik.com

DER Touristik



Wollen Sie ...

... kurzfig online an Projekten arbeiten, als säßen Sie Ihren Kollegen direkt gegenüber?
... schnell und einfach chatten, kommentieren und Dokumente teilen?
... alle Kollegen der DER Touristik schnell mit einem Klick erreichen?

Dann machen Sie's doch!

Jetzt. Mit dem neuen Social Intranet der DER Touristik.

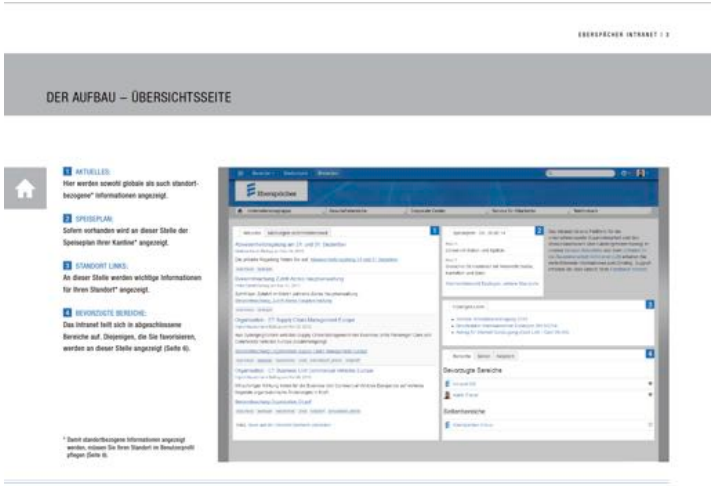
https://intranet.dertouristik.com

DER Touristik





Short instructions in a brochure format





Gimmicks

Desk equipment


IS YOUR WIKI
HALF FULL?


PUT IT IN THE WIKI.
http://seibert.biz/gimmicks


http://seibert.biz/gimmicks


http://seibert.biz/gimmicks
WIKI IT!

Stickers



Mousepad with Confluence shortcuts



Screen saver with Confluence shortcuts



Image video

Workshop results

Image gallery

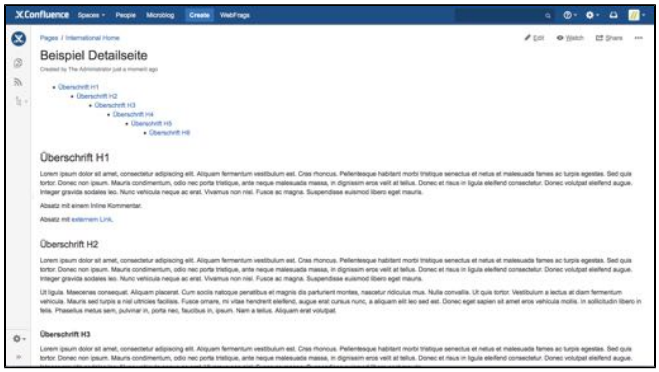
An diese Seite sind keine Bilder angefügt.

Documentation and open questions

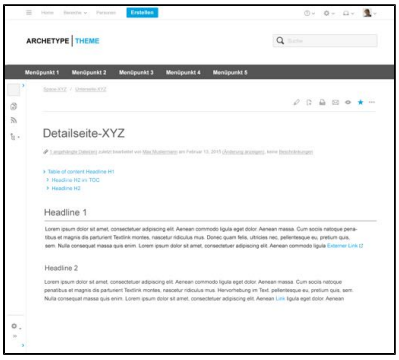
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Confluence Standard Theme vs. Theme Archetype

Confluence standard theme



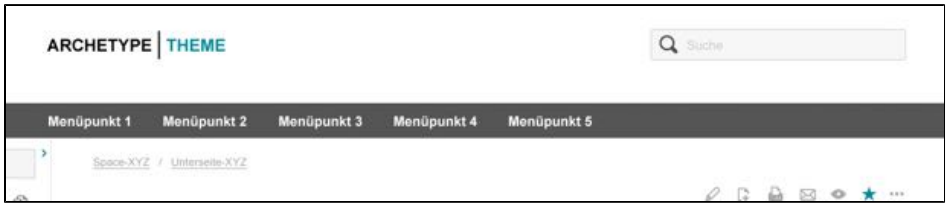
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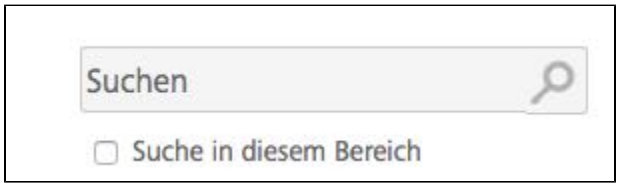
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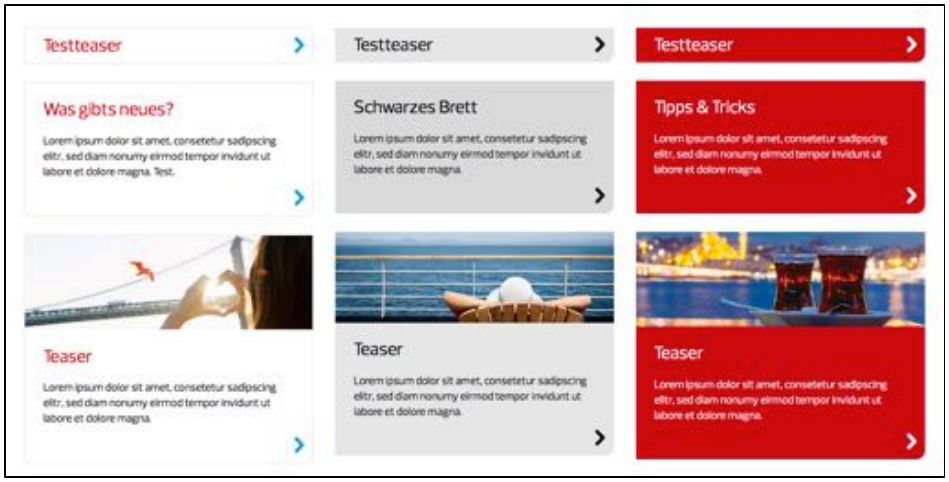
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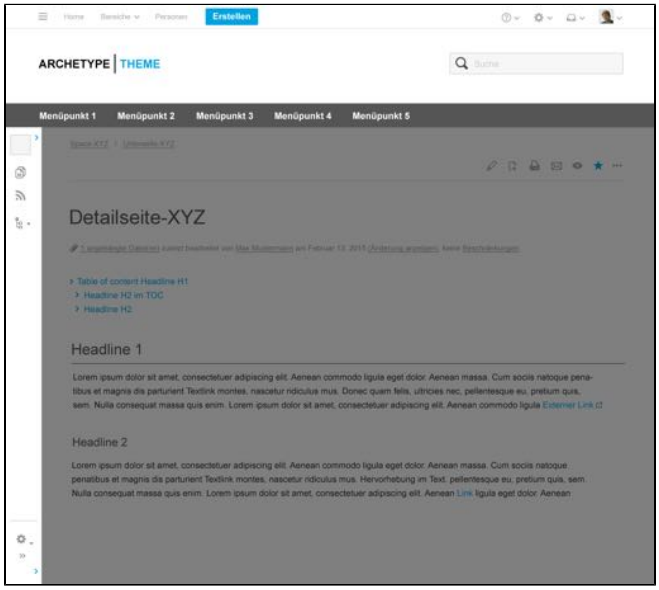


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Archetype Theme vs. Linchpin Archetype Theme

Confluence Archetype theme

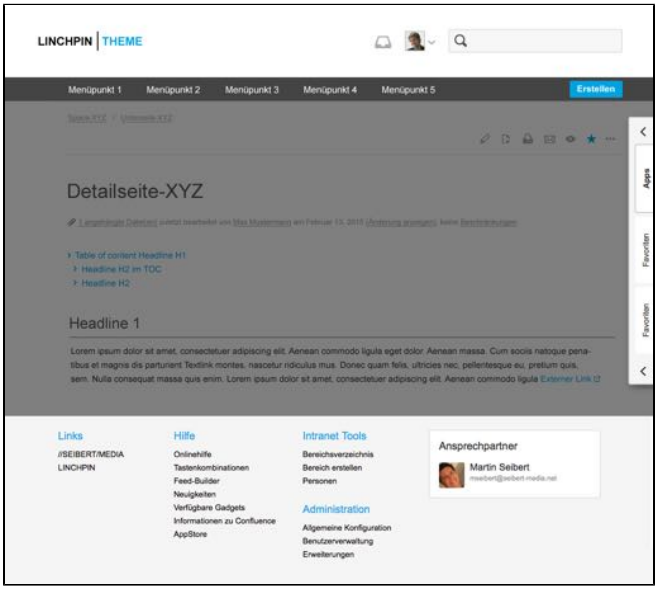
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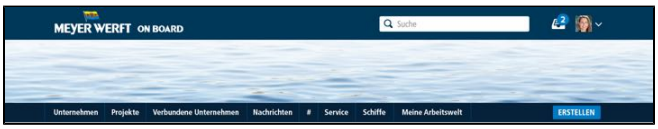
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Sticky header in Linchpin Archetype theme:

Normal view:



Smaller header when scrolling:



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Corporate Branding: Names and Logos

Company name + Wiki

SÜSS MicroTec Wiki

MAPLE WIKI

Intranet Name

ORANGE NETWORK

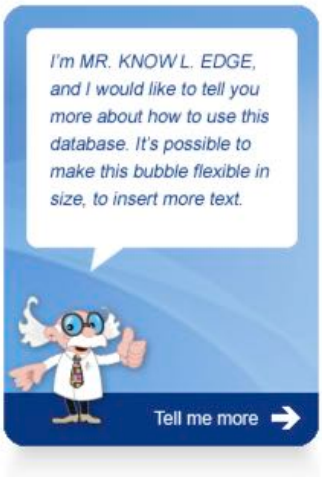
COMPASS





MEYER WERFT ON BOARD

System Mascots







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Archetype Theme: Example Page

- Heading H1
  - Heading H2
    - Heading H3
      - Heading H4
        - Heading H5
          - Heading H6

Heading H1

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aliquam fermentum vestibulum est. Cras rhoncus. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Sed quis tortor. Donec non ipsum. Mauris condimentum, odio nec porta tristique, ante neque malesuada massa, in dignissim eros velit at tellus. Donec et risus in ligula eleifend consectetur. Donec volutpat eleifend augue. Integer gravida sodales leo. Nunc vehicula neque ac erat. Vivamus non nisl. Fusce ac magna. Suspendisse euismod libero eget mauris.

Paragraph

⚠ Der JIRA-Server für dieses Makro kann nicht gefunden werden. Das könnte an der Konfiguration der Anwendungsverknüpfung liegen. with

an inline comment.

Paragraph with an external link.

Heading H2

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aliquam fermentum vestibulum est. Cras rhoncus. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Sed quis tortor. Donec non ipsum. Mauris condimentum, odio nec porta tristique, ante neque malesuada massa, in dignissim eros velit at tellus. Donec et risus in ligula eleifend consectetur. Donec volutpat eleifend augue. Integer gravida sodales leo. Nunc vehicula neque ac erat. Vivamus non nisl. Fusce ac magna. Suspendisse euismod libero eget mauris.

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- List element * level 1
- List element * level 1
    - List element * level 2
        - List element * level 3
            - List element * level 4
                - List element * level 5

1. Numbered list element
2. Numbered list element
    a. Numbered list element
        i. Numbered list element

- [ ] Task 1
- [ ] Task 2 04.02.2015
- [ ] Task 3
- [ ] Task 4 04.02.2025
- [ ] Task 5

Table column header 1	Table column header 2	Table column header 3
Table cell A1	Table cell A2	Table cell A3
Table cell B1	Table cell B2	Table cell B3
Table cell C1	Table cell C2	Table cell C3
	Table cell C2 paragraph 2	
Table cell D1	Table cell D2	Table cell D3
		Table cell D3 paragraph 2

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Codeblock

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Hello World
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Hello World
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Codeblock

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Hello World
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Codeblock

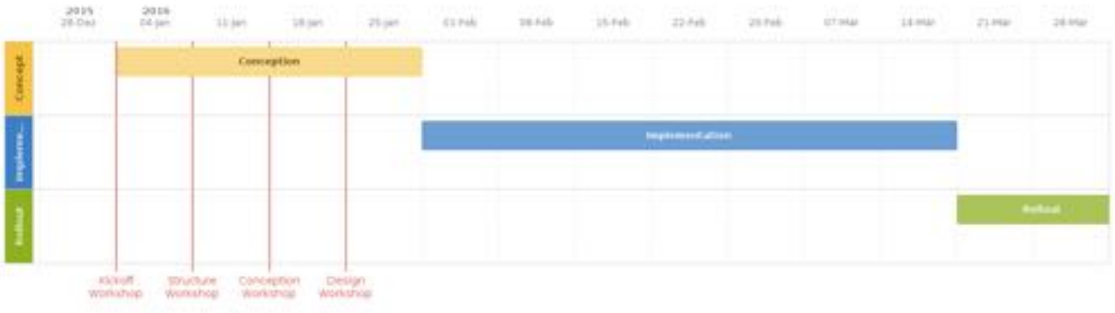
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Hello World
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Codeblock

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Hello World
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Project Progression



Klicken Sie hier, um zu erweitern...

Conception	Timeframe
Kickoff Workshop	4-5 Weeks
Structure Workshop	
Conception Workshop	
Design Workshop	
Implementation	
Initial Theme Prototype	6-8 Weeks
Configuration	
Editor Training	
Content Migration	
Rollout	
Expert Training	2-4 Weeks
Train-the-Trainer Training	
Administrator Training	
Test Instance	
Bug Fixing	
Launch	**12-17 Weeks (3-4 Months)**

Project Office

Contact Persons

//SEIBERT/MEDIA	Customer



Adil Nasri

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