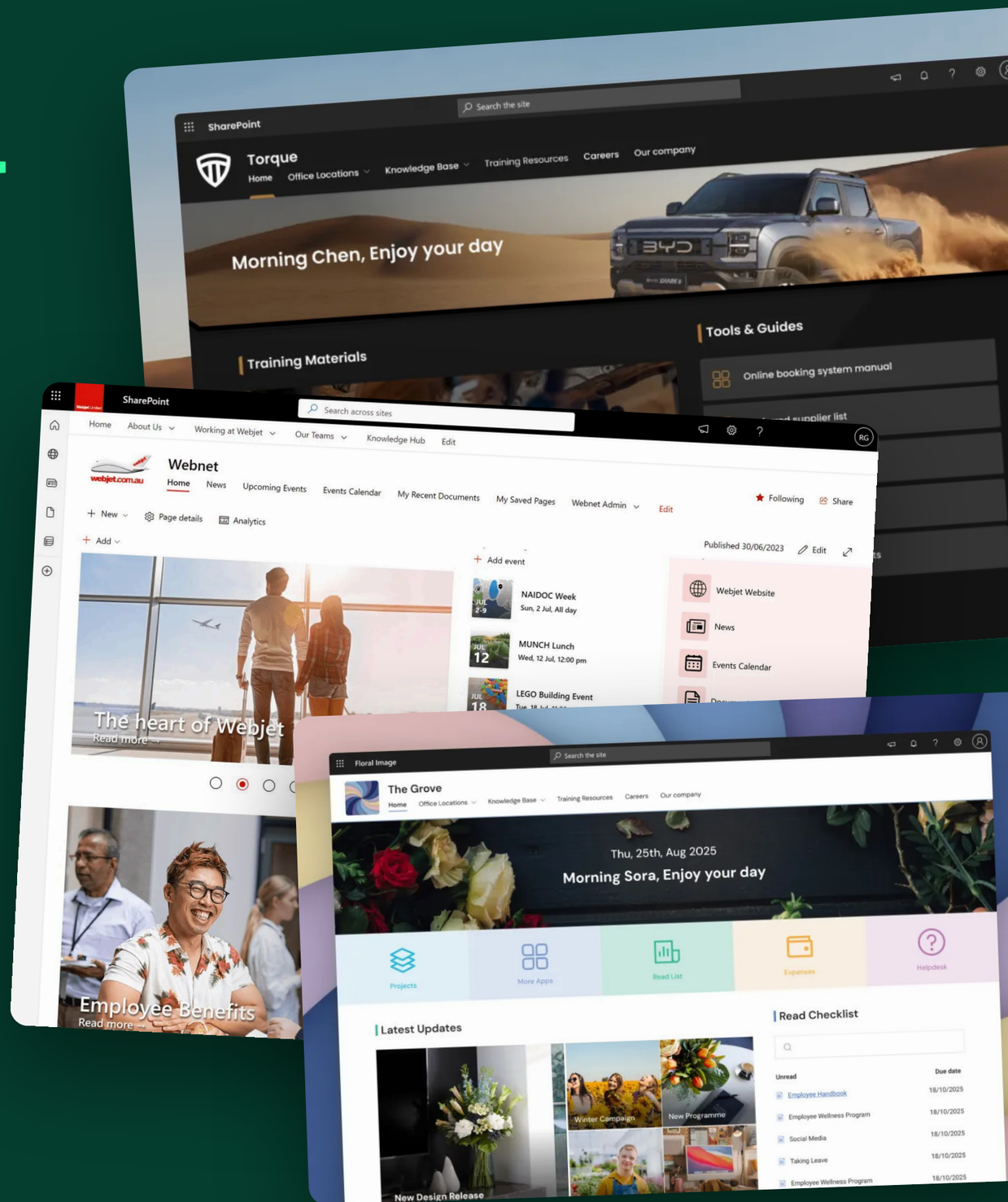
sope

SharePoint Intranet Lookbook

13 intranet designs to spark ideas for your workplace, grouped by what your teams need.

Microsoft 365 Wizards. Achieve more, together.



WELCOME

See what your intranet could look like

A great intranet gives your people one place to find news, knowledge, tools and each other.

Every design is built by our Microsoft SharePoint experts on SharePoint Online and extended with Sprocket 365, Sope's own toolkit of web parts. Each one is a starting point we can tailor to you.

How to use this lookbook: jump to the use case that matters most to you, note what you like, then bring it to a chat with our team.



16+
years of Microsoft SharePoint experience

670+
intranet projects delivered

Microsoft Solutions Partner
Modern Work

ISO 27001
certified information security

150+
happy clients across Australia and New Zealand

CONTENTS

Find designs by use case

04 **Home sites**
A front door for the whole organisation
Torque, Air Space, The Grove, The Clubhouse

08 **People & HR**
Onboarding, culture, careers and HR resources
VitaLink, Mint, BaseCamp

11 **Knowledge & policies**
One trusted home for how work gets done
Meeting Place, Legal & Co

13 **Employee safety**
Controlled documents, procedures and reporting
Safelink

14 **Projects**
Keep every stakeholder aligned
NovaHomes, Buildly

16 **Events**
Every workshop, team day and milestone
CodeCanvas Academy

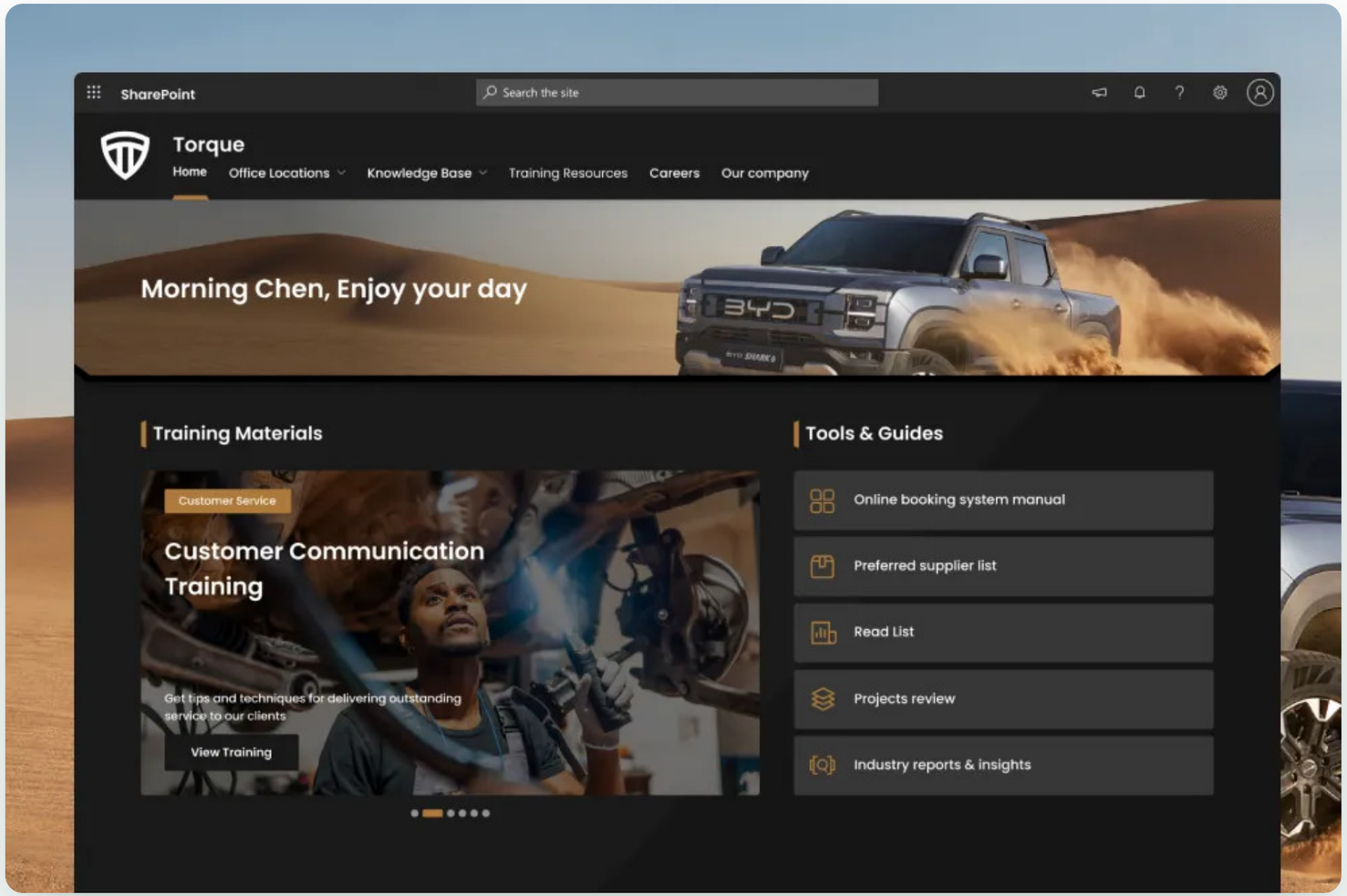
17 **Real client work**
Intranets we've built for Australian organisations
Webjet, Launch Housing

Go further

19 **About Sope**
Meet the intranet experts

20 **Intranet FAQs**
Cost, timelines, Copilot and more

21 **Kickstart your custom-built intranet**
Have a free chat with our team



HOME SITES

Torque

A dark mode homepage built to show impact and momentum. A light mode version is available too.

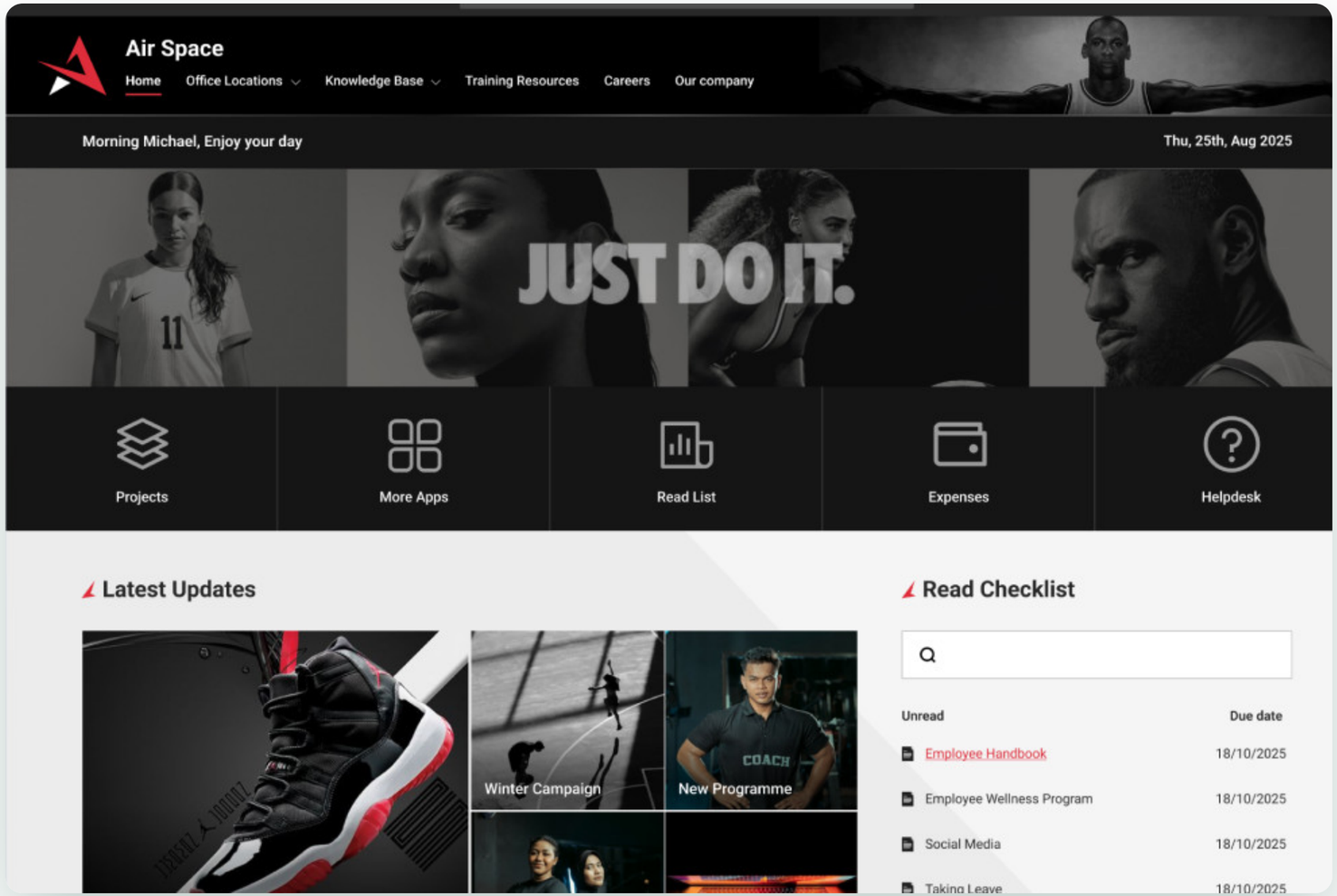
WHAT'S ON THE PAGE

- Personal welcome banner
- Training materials carousel
- Tools and guides at one click

BEST FOR

Fast-paced operations and sales teams

Built with SharePoint Online + Sprocket 365 · Concept design



HOME SITES

Air Space

Total brand power. Bold visuals, clean structure and high utility.

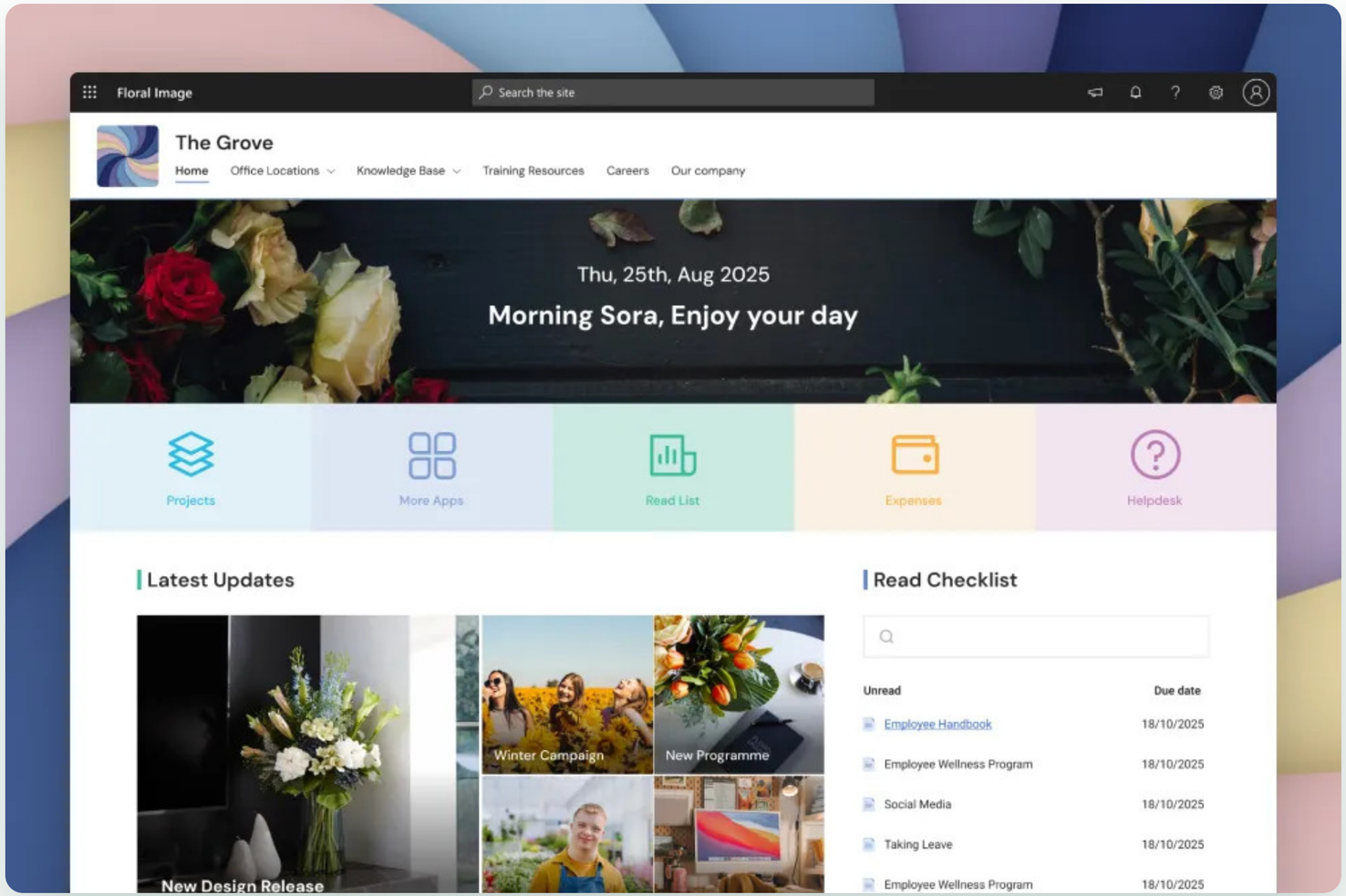
WHAT'S ON THE PAGE

- Icon tiles for projects, apps, expenses and helpdesk
- Latest updates news grid
- Read checklist for key policies

BEST FOR

Brand-led organisations

Built with SharePoint Online + Sprocket 365 · Concept design



HOME SITES

The Grove

Built for distributed teams and fast-growing franchise networks.

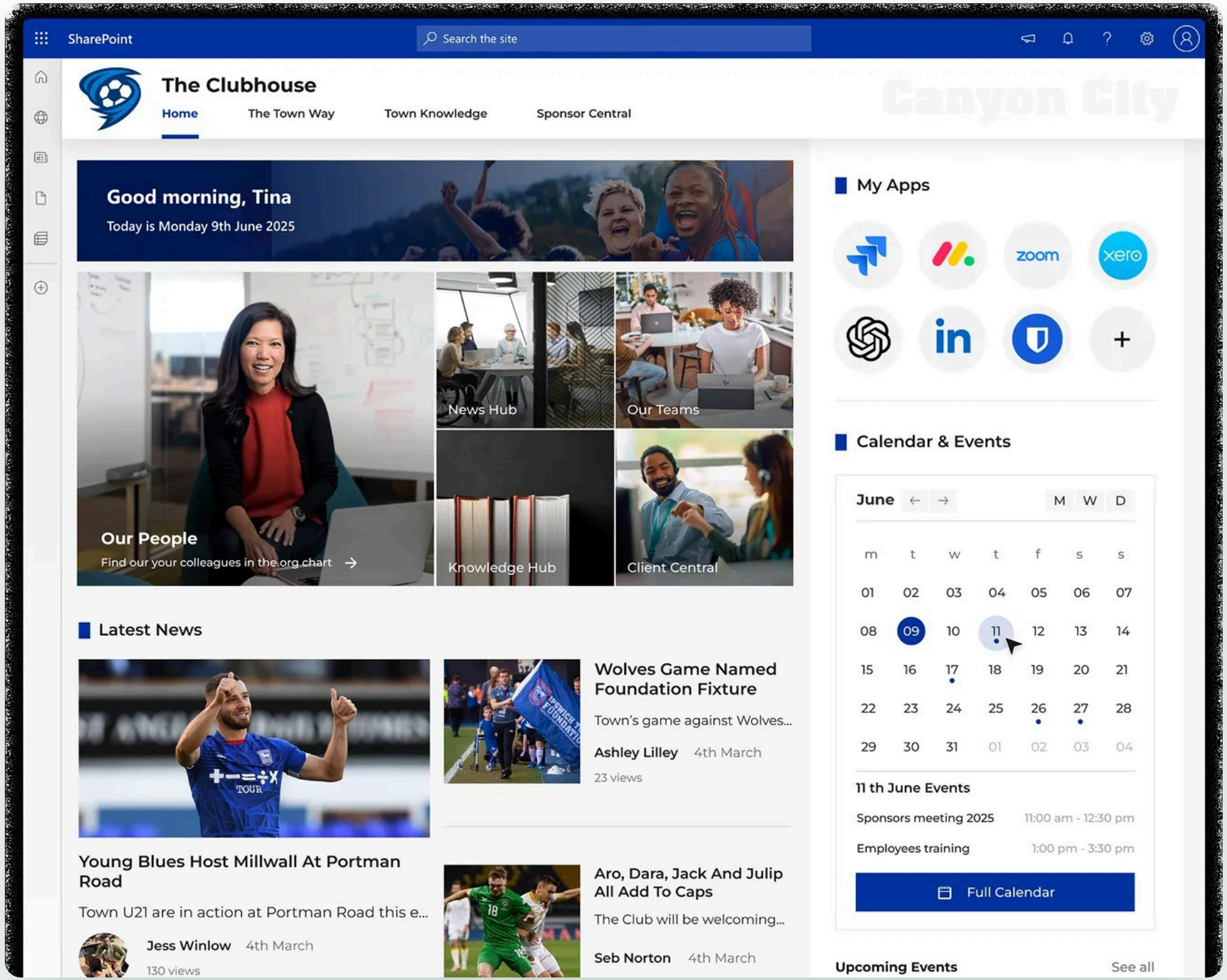
WHAT'S ON THE PAGE

- Colour-coded quick action tiles
- Latest updates from every location
- Read checklist with due dates

BEST FOR

Multi-site and franchise teams

Built with SharePoint Online + Sprocket 365 · Concept design



HOME SITES

The Clubhouse

People-first. A home page that balances communications and day-to-day operations.

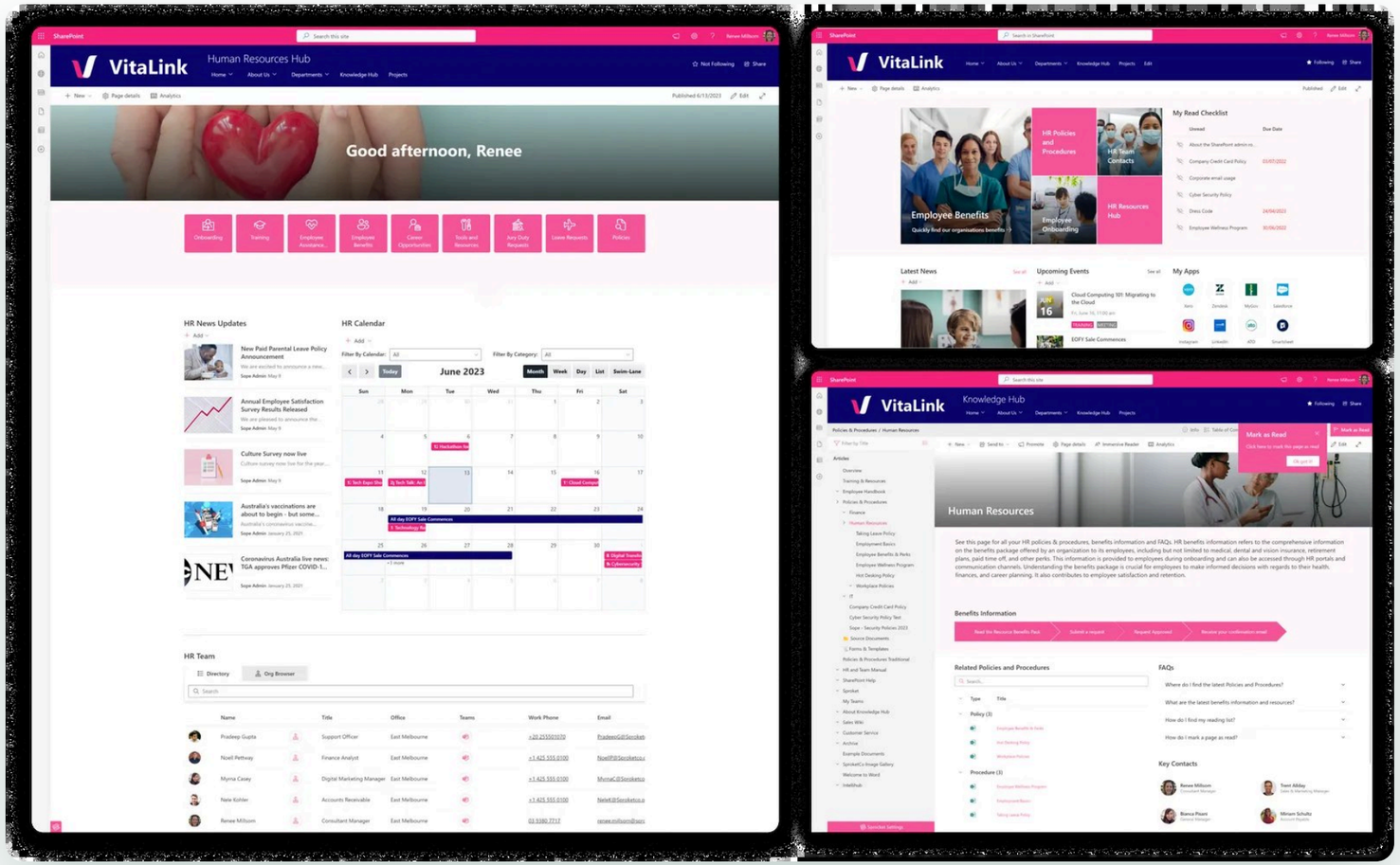
WHAT'S ON THE PAGE

- Our People, Knowledge Hub and Client Central tiles
- Latest news and knowledge base updates
- Calendar, events and My Apps

BEST FOR

Clubs, membership and community organisations

Built with SharePoint Online + Sprocket 365 · Concept design



PEOPLE & HR

VitaLink

A connected HR experience, from onboarding to compliance.

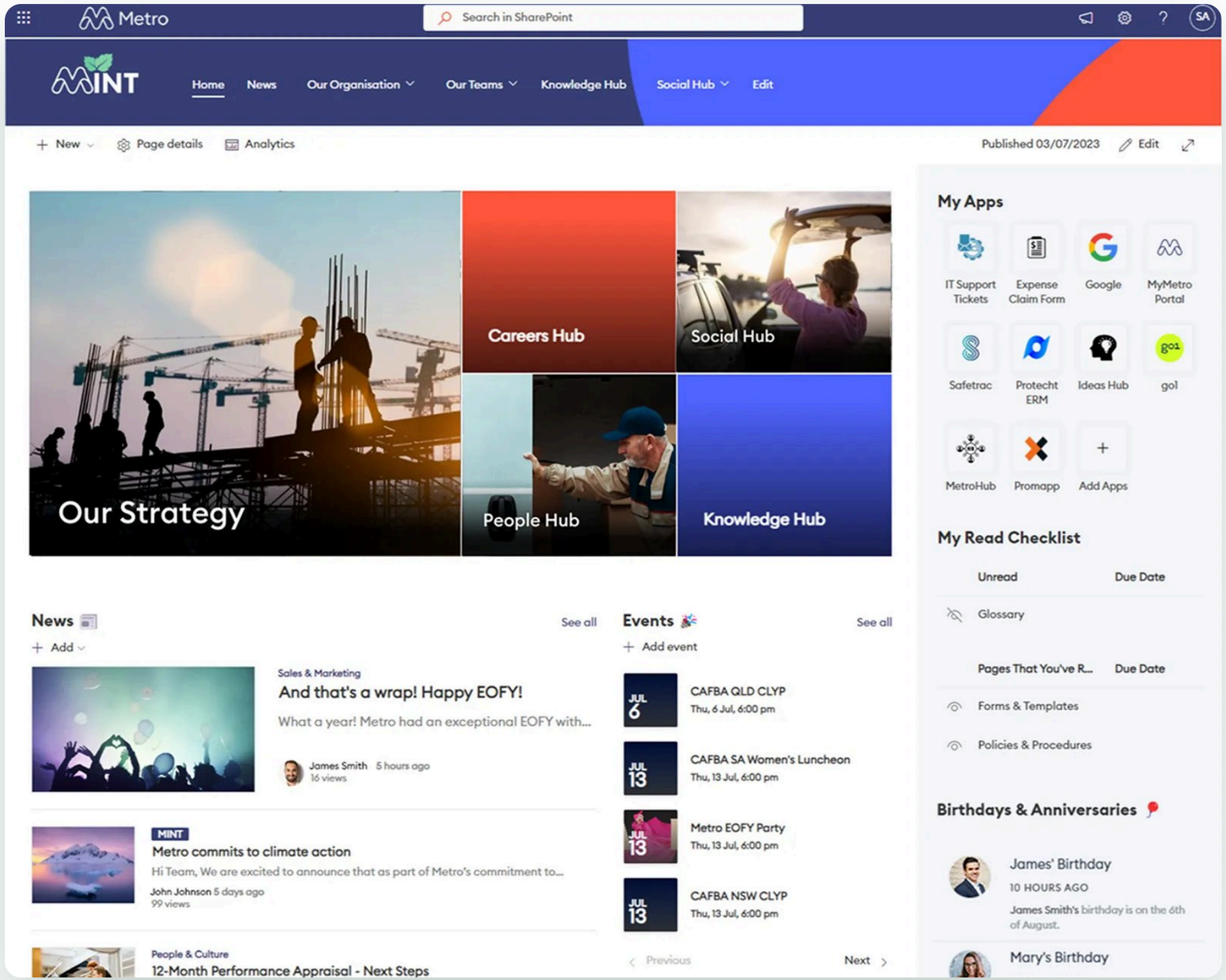
WHAT'S ON THE PAGE

- HR resources hub with quick-action tiles
- HR calendar and team directory
- Policies with mark-as-read tracking

BEST FOR

Health, care and HR teams

Built with SharePoint Online + Sprocket 365 · Concept design



PEOPLE & HR

Mint

Clean and practical, built for busy professional teams.

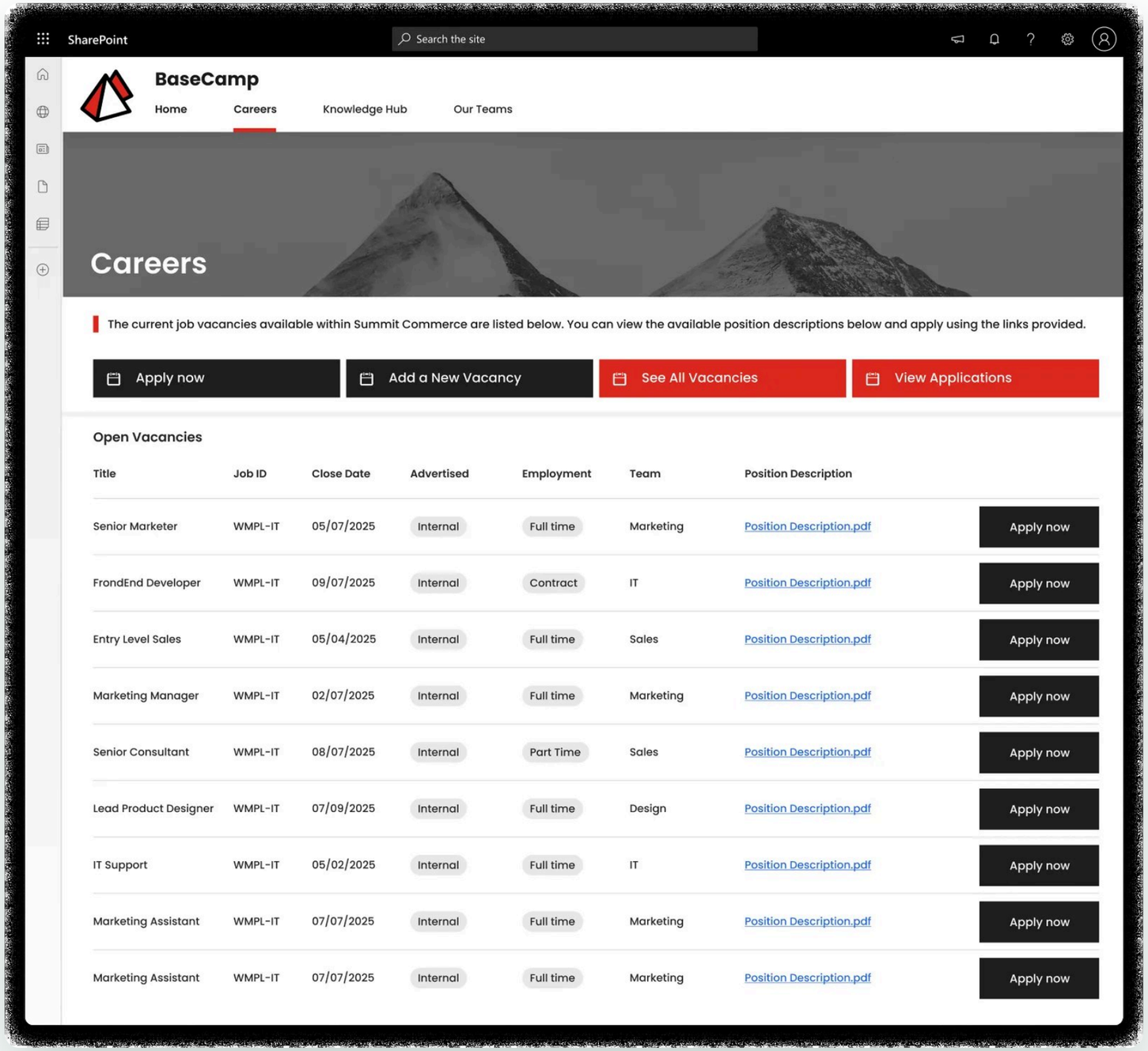
WHAT'S ON THE PAGE

- Strategy, Careers, People and Knowledge hubs
- News, events and staff shout-outs
- My Apps and read checklist

BEST FOR

Professional services and finance

Built with SharePoint Online + Sprocket 365 · Concept design



PEOPLE & HR

BaseCamp

A careers hub that connects and grows your people.

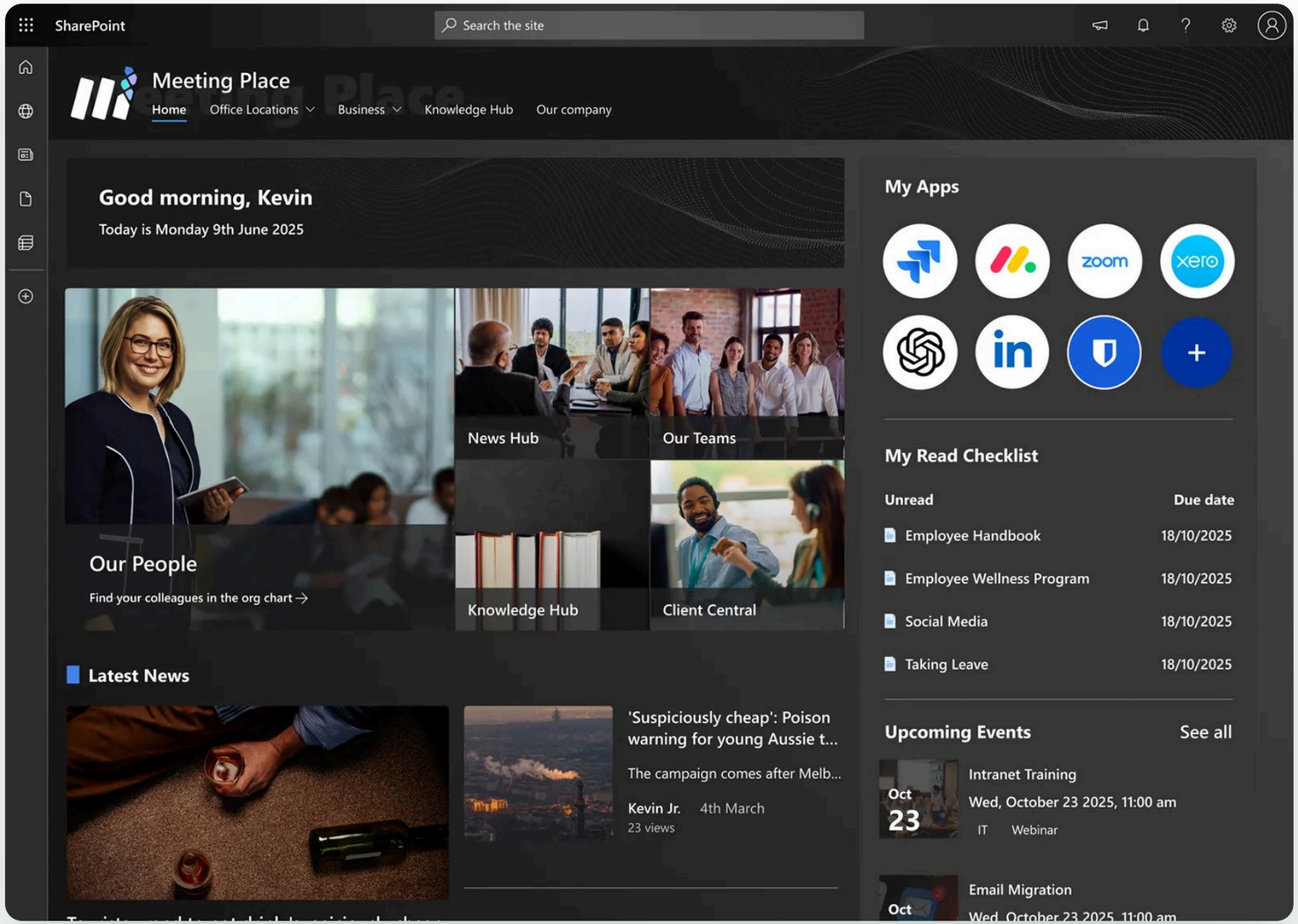
WHAT'S ON THE PAGE

- Open vacancies in one list
- Apply now and add vacancy actions
- Position descriptions in one place

BEST FOR

HR and talent teams

Built with SharePoint Online + Sprocket 365 · Concept design



KNOWLEDGE & POLICIES

Meeting Place

A sleek digital HQ with knowledge management built in.

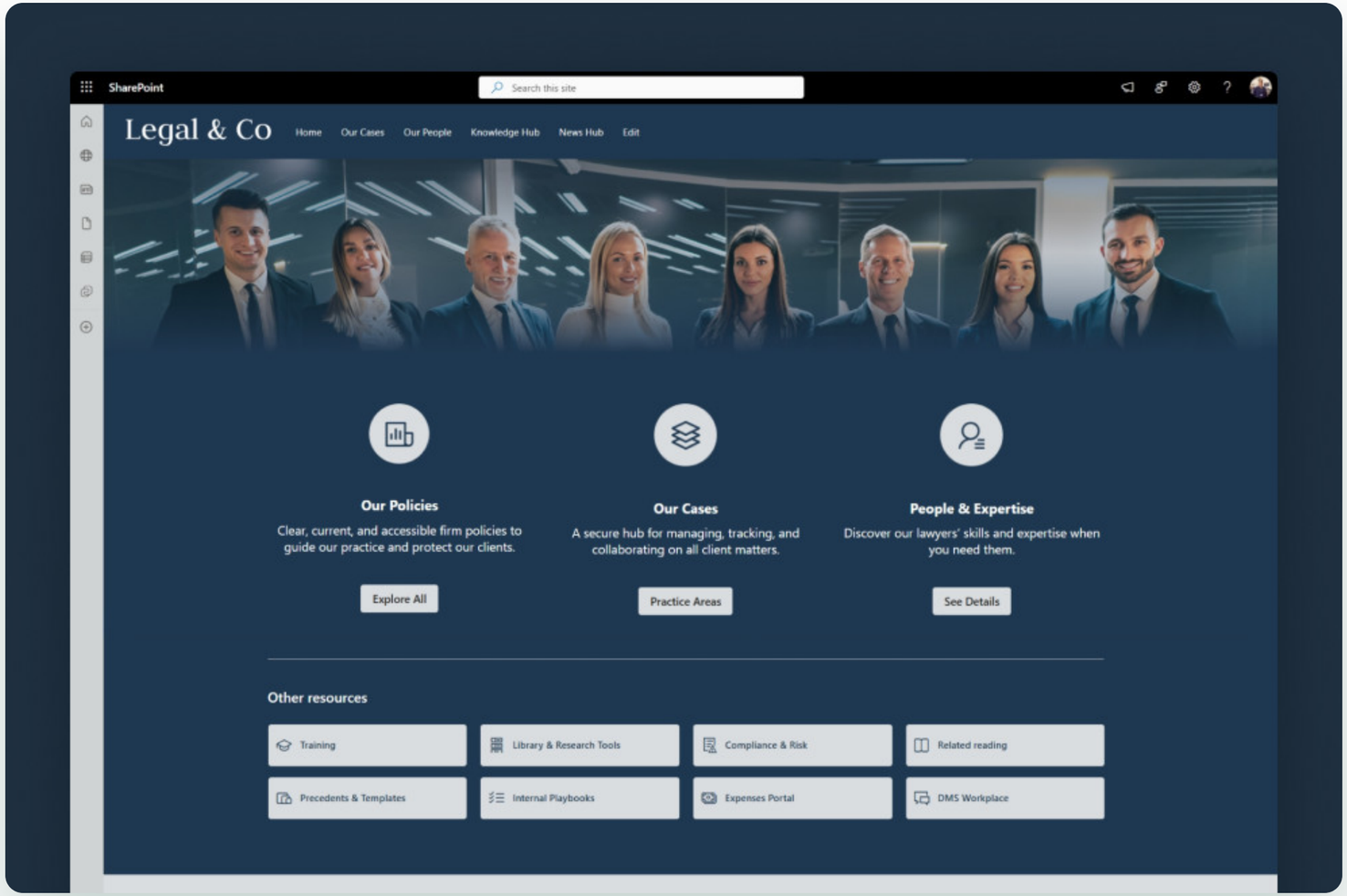
WHAT'S ON THE PAGE

- Knowledge Hub powered by Sprocket 365
- Read checklist with due dates
- Upcoming events and My Apps

BEST FOR

Policy-heavy and regulated organisations

Built with SharePoint Online + Sprocket 365 · Concept design



KNOWLEDGE & POLICIES

Legal & Co

A streamlined intranet for modern legal teams that value precision.

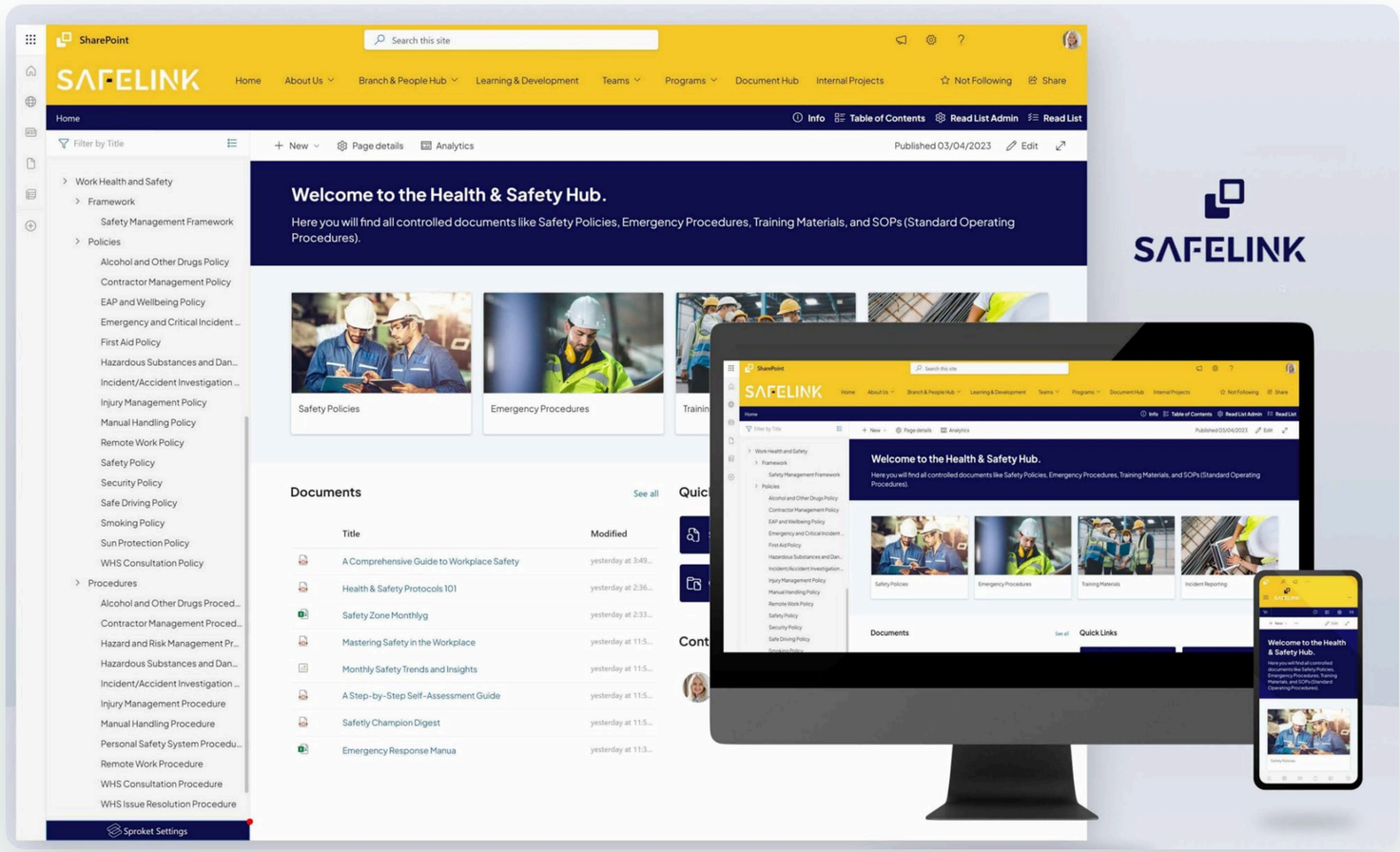
WHAT'S ON THE PAGE

- Policies, cases and people expertise
- Precedents, templates and playbooks
- Compliance and risk links

BEST FOR

Law firms and in-house legal teams

Built with SharePoint Online + Sprocket 365 · Concept design



EMPLOYEE SAFETY

Safelink

Every safety policy, procedure and contact in one controlled place.

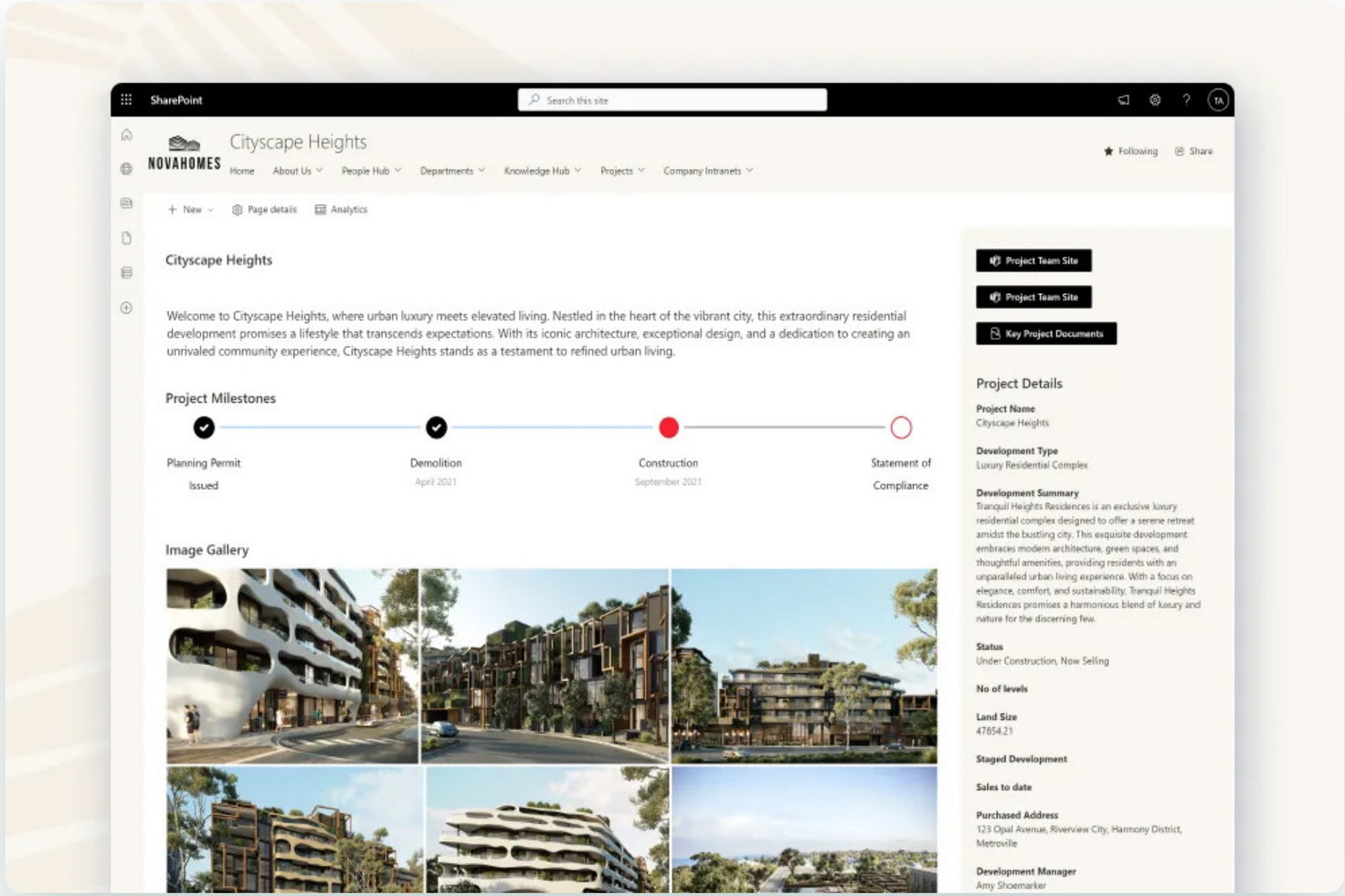
WHAT'S ON THE PAGE

- Policy and procedure tree menu
- Safety training, risk and incident links
- Works on desktop, tablet and mobile

BEST FOR

Construction, engineering and aged care

Built with SharePoint Online + Sprocket 365 · Concept design



PROJECTS

NovaHomes

A project site that keeps every stakeholder aligned, and impressed.

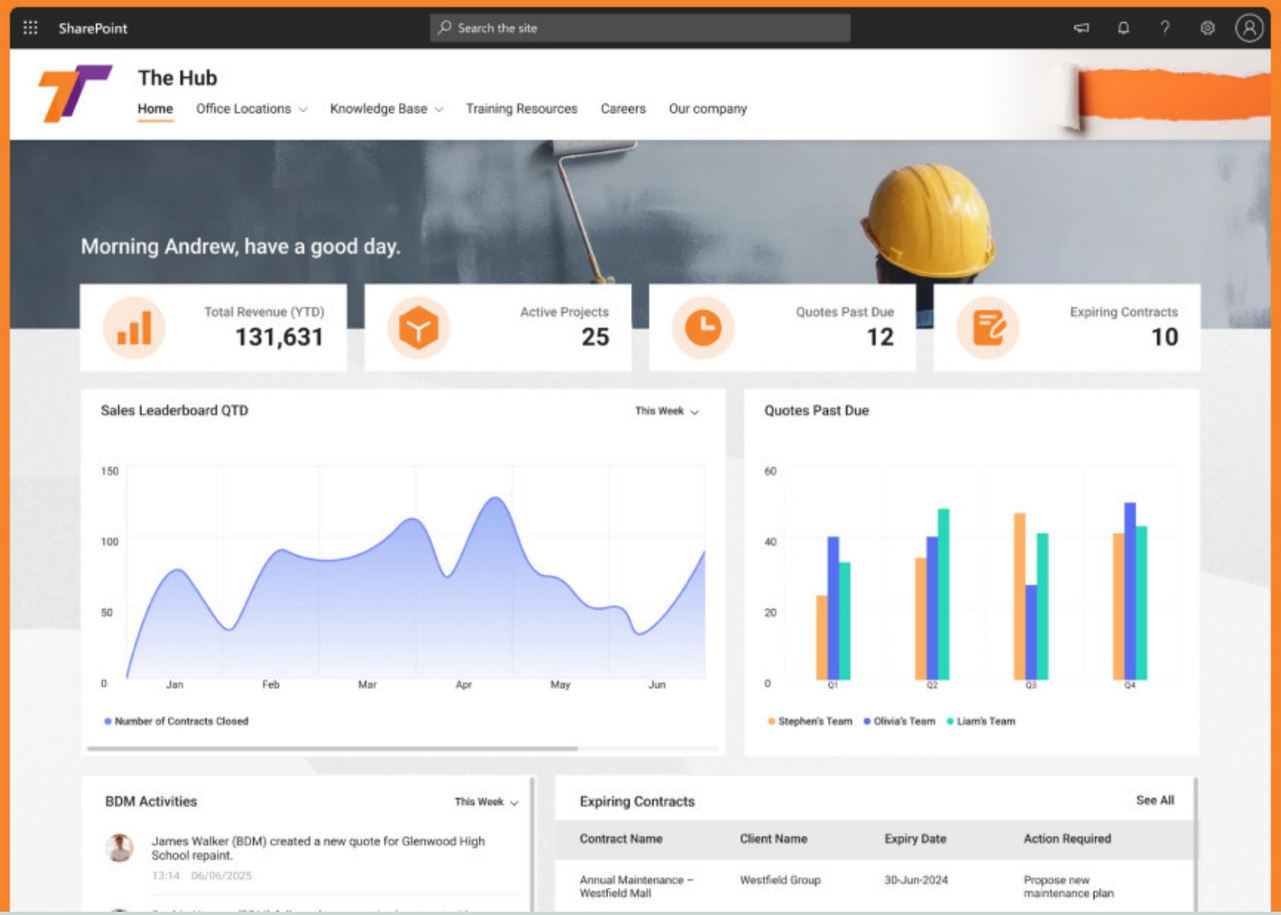
WHAT'S ON THE PAGE

- Project milestone tracker
- Image gallery of the build
- Project details and key contacts

BEST FOR

Construction and property

Built with SharePoint Online + Sprocket 365 · Concept design



PROJECTS

Buildly

A sales and project hub for high-performing teams.

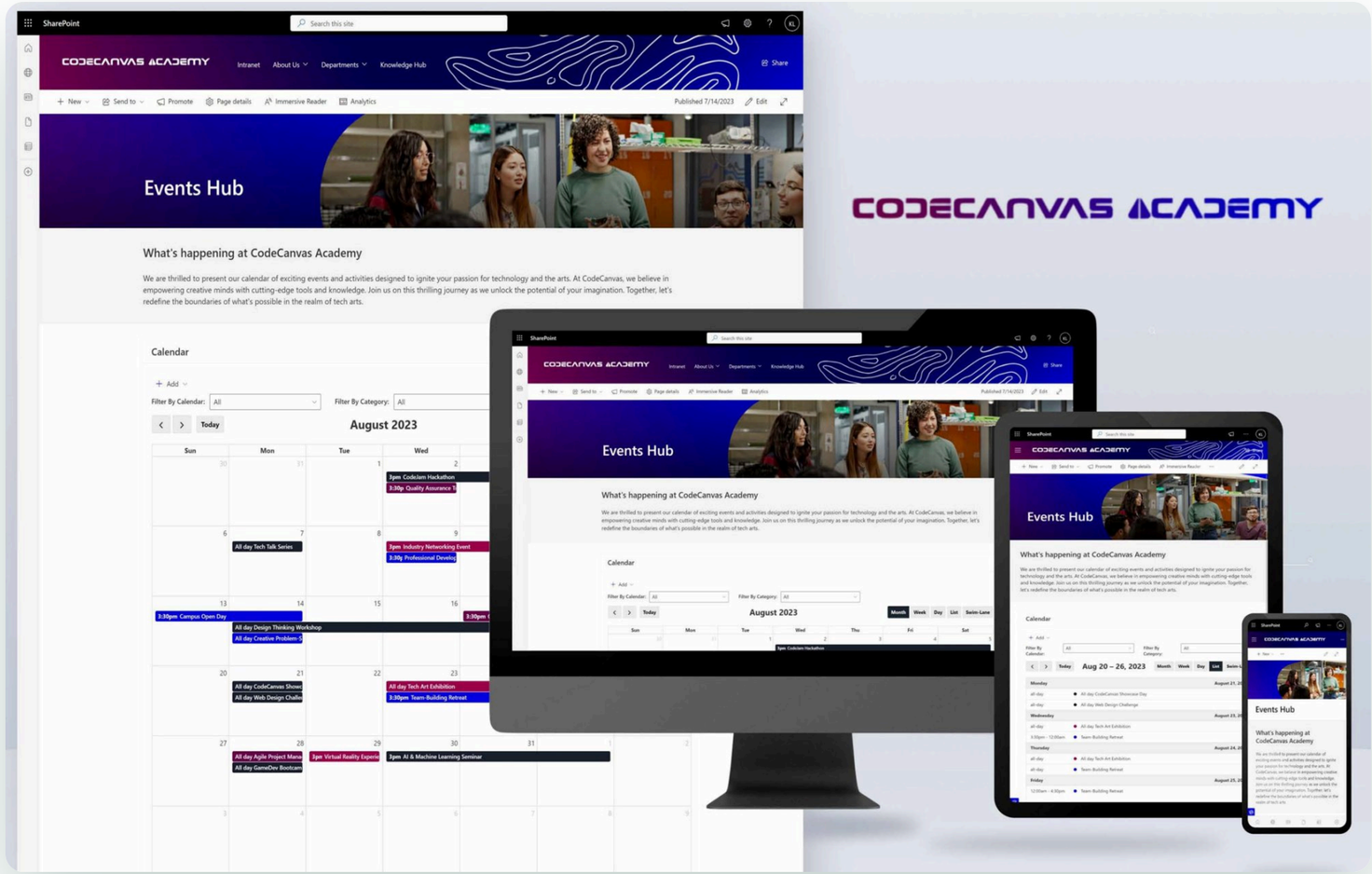
WHAT'S ON THE PAGE

- Live KPI cards for revenue, projects and quotes
- Sales leaderboard and charts
- BDM activity and expiring contracts

BEST FOR

Sales, trades and field services

Built with SharePoint Online + Sprocket 365 · Concept design



EVENTS

CodeCanvas Academy

A home for every event, workshop and team day.

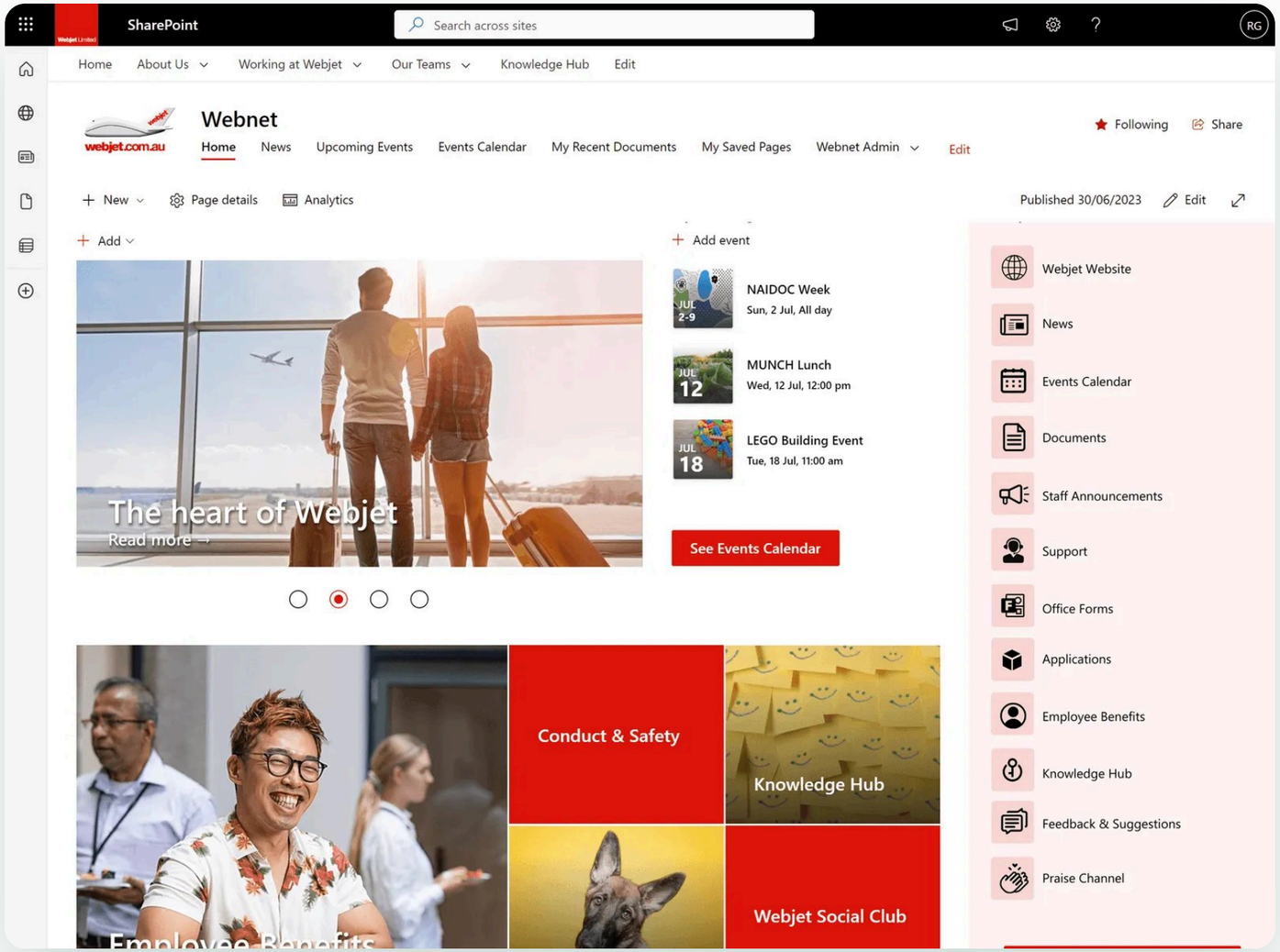
WHAT'S ON THE PAGE

- Filterable calendar with month, week and list views
- Colour coding by category
- Looks great on mobile

BEST FOR

Education, not-for-profit and member organisations

Built with SharePoint Online + Sprocket 365 · Concept design



REAL CLIENT WORK · WEBJET

One home for every Webjet team

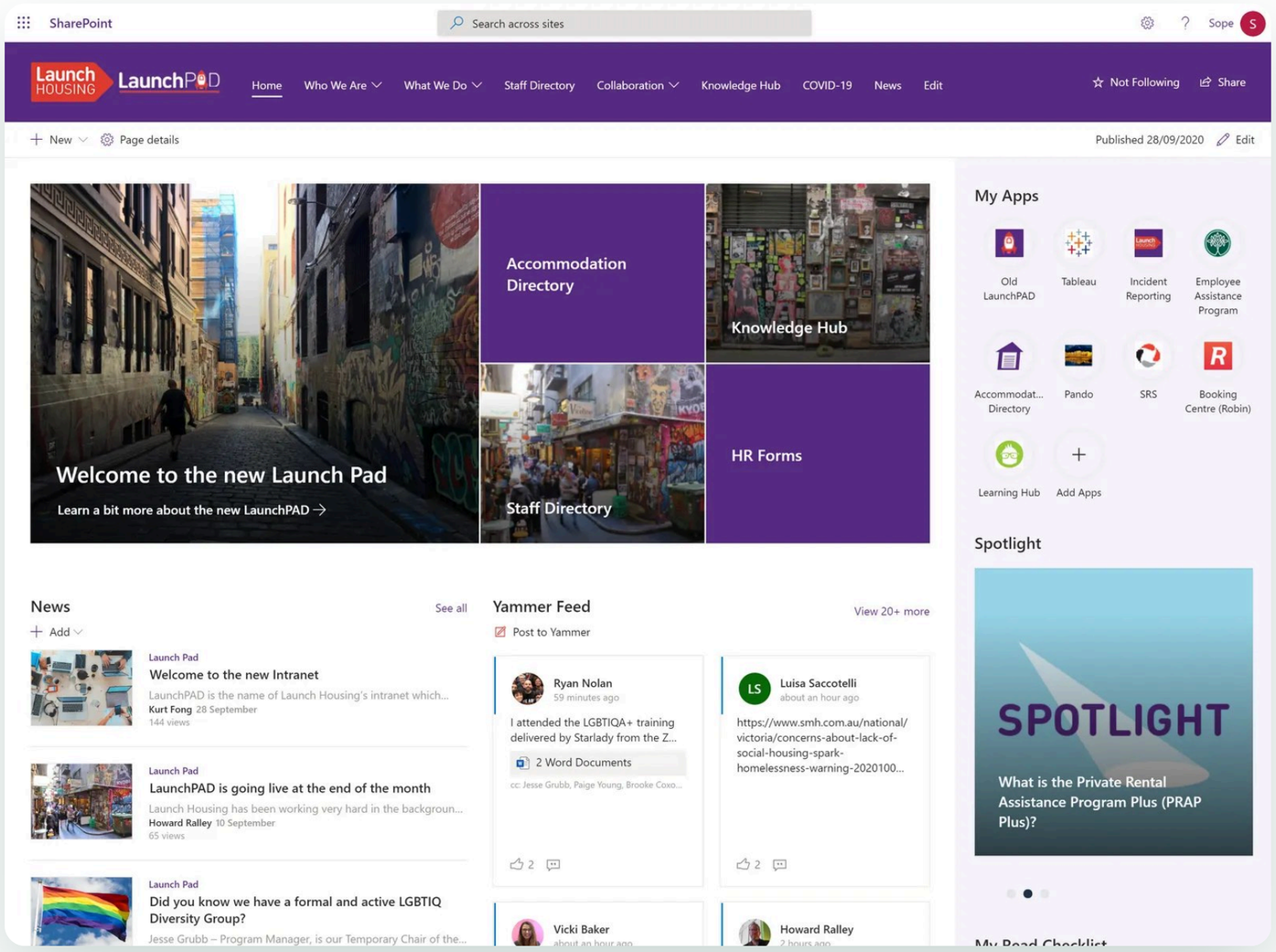
Webjet, an ASX 200 online travel business operating across Australia and New Zealand, moved its intranet back into SharePoint so staff could find news, policies and people in one place.

> *"SharePoint has become the homepage for all staff. Everything is in one place. It's created a one-stop-shop for knowing anything about our office."*
>
> **Shashank Kaul, Chief Technology Officer, Webjet**

133,629
total visits to the intranet

~10,000
documents across 18 sites

500+
visits to the new careers portal



REAL CLIENT WORK · LAUNCH HOUSING

From almost zero to 100% engagement

Launch Housing works to end homelessness across Melbourne. Their old intranet had become a cluttered "bottom drawer" that staff had stopped using, so we built LaunchPad on SharePoint and Sprocket 365.

> *"The week before we shut down the old site, we had nine users across 450 staff. We've now gone from almost zero to 100 percent engagement very quickly."*
>
> **Howard Ralley, General Manager, Campaigns and Engagement, Launch Housing**

9 → 100%
of staff using the intranet

14
sites connected in one place

1
knowledge hub replacing scattered document versions

sope

ABOUT SOPE

Australia's leading SharePoint and Microsoft 365 consultancy

We help organisations work better together through custom intranets, SharePoint migrations and AI tools, all centred on Microsoft 365.

Every team member is a Certified Microsoft Professional, and we're ISO 27001 certified for information security.

16+
years of SharePoint experience

670+
intranet projects delivered

150+
happy clients across Australia and New Zealand

Microsoft Solutions Partner
Modern Work

ISO 27001 CERTIFIED

TRUSTED BY

WebJet · HOSTPLUS · VICTORIA State Government Department of Transport and Planning · Brotherhood of St Laurence · Slater Gordon Lawyers · CXC Work Right. · MOVEMBER FOUNDATION · Launch HOUSING IT'S TIME TO END HOMELESSNESS · CSIRO · Sigma Healthcare

GOOD TO KNOW

Intranet FAQs

How much does an intranet cost?

Every organisation is different, so we don't publish a price list. After a short chat we give you a clearly scoped proposal, and show where the value comes from: less time searching, fewer duplicate documents and lower risk.

How long does an intranet take?

Most intranets go live in about 12 weeks with our five-phase approach: Design, Build, Refine, Train & Launch, then 30 days of hypercare support. Allow around 16 weeks if migrations are involved.

Our internal IT team or MSP can do this. Why bring in Sope?

Your IT team or managed service provider (MSP) keeps everything running, from daily tickets to dozens of systems. That leaves little time for a specialist SharePoint build. We fill that gap with deep SharePoint and Microsoft 365 knowledge and dedicated project capacity, working alongside your team so they can stay focused on the day to day.

Can we start small and grow our intranet over time?

Yes. Many clients start with a home site and one or two hubs, then add more as their needs grow. We'll help you plan a first phase that fits your priorities and budget.

What does waiting to build a custom SharePoint intranet cost us?

Every month of information chaos costs time that could be spent on other business priorities. Unmanaged permissions and ageing systems outside SharePoint also add security exposure and risk. Starting sooner means your people find the documents they need more easily, and your files are kept safer.

Can our intranet work with Copilot and AI?

Yes. Your intranet lives in SharePoint, so Copilot and other Microsoft 365 AI tools can draw on its content. Copilot can also help edit and manage parts of the intranet, and we can help you explore what that looks like for your team.

sope

Ready to design your intranet?

Tell us a little about what you'd love your intranet to do, or share any ideas or plans. Whatever stage you're at, we're happy to have a chat.

A free 30-minute chat. No obligation.

Have a chat with us



PHONE
1300 777 653

WEB
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HEAD OFFICE
595 Collins Street, Melbourne VIC 3000

Microsoft 365 Wizards. Achieve more, together.