sope

SharePoint Intranet Lookbook

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



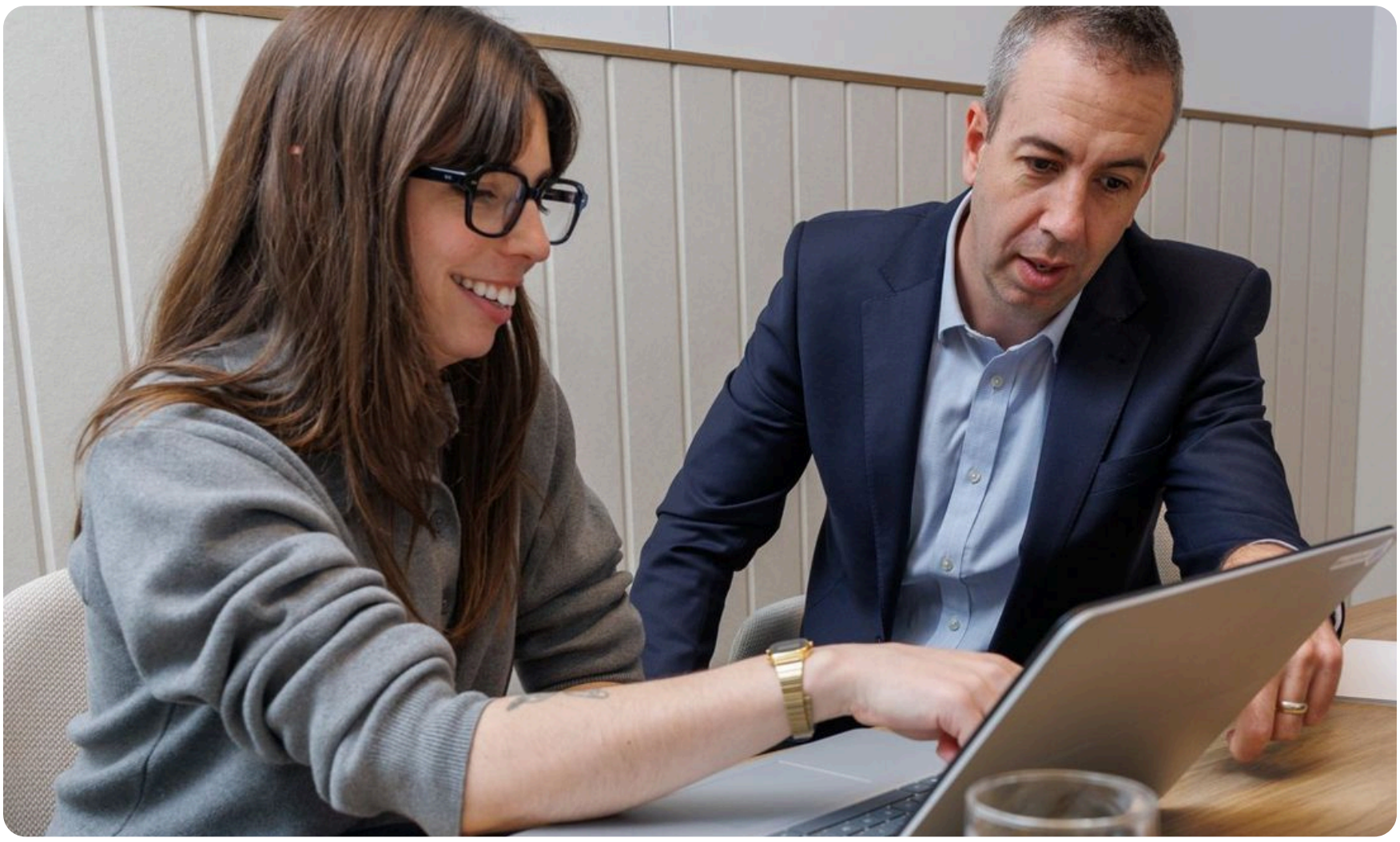
Microsoft 365 Wizards. Achieve more, together.

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

150+
happy clients across Australia and New Zealand

Microsoft Solutions Partner
Modern Work

ISO 27001
certified information security

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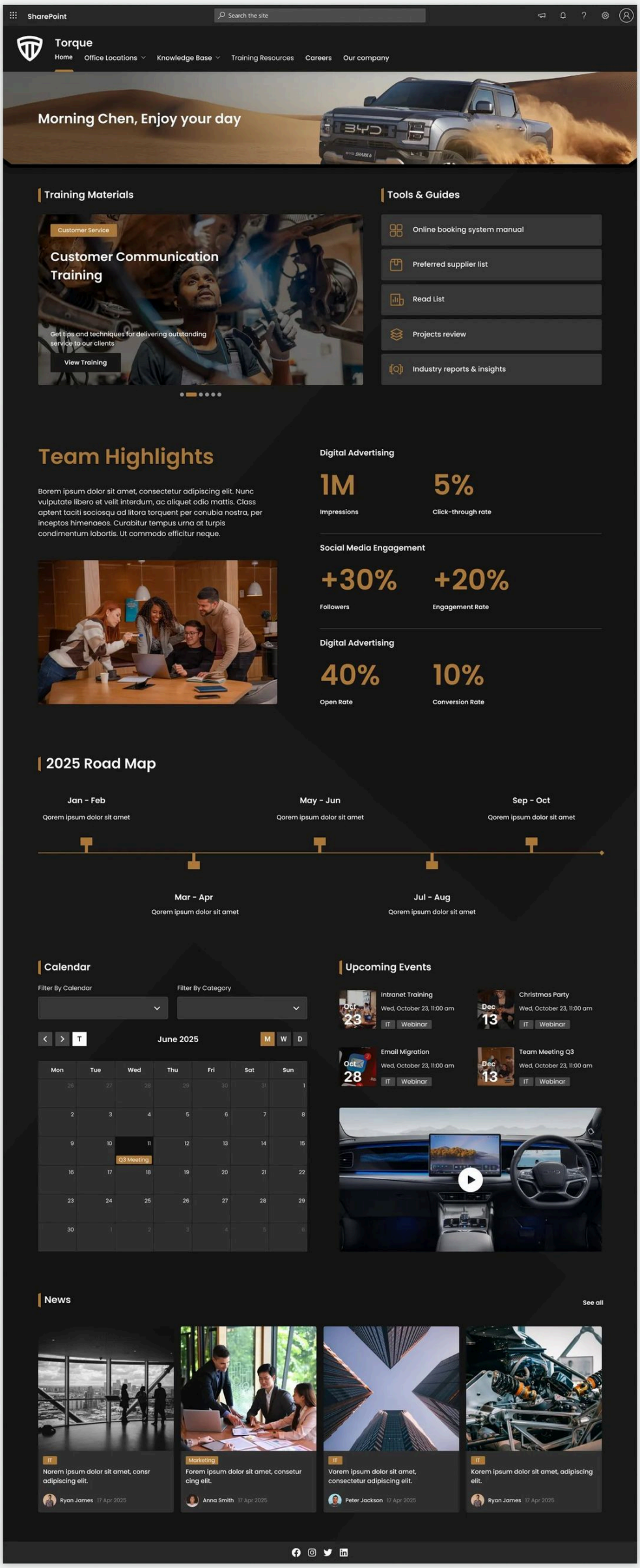
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HOME SITES

Torque

A striking dark mode homepage that delivers clarity, energy and impact in one scroll. Team highlights, marketing results, event calendars and quick access to tools keep fast-paced teams aligned every day. A light mode version is available too.

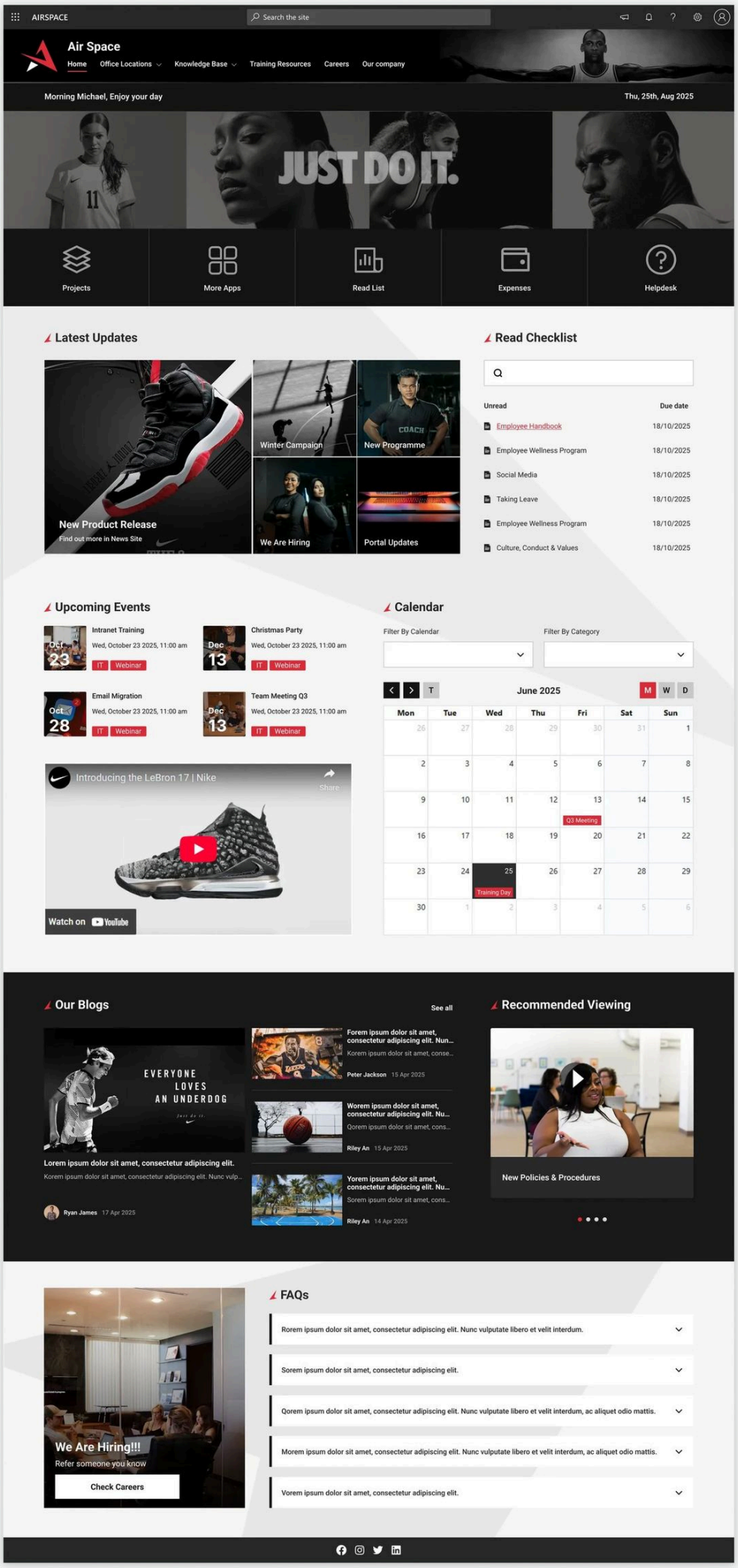
WHAT'S ON THE PAGE

- Personal welcome banner
- Training carousel plus tools and guides
- Team highlights with live marketing stats
- Roadmap timeline for the year ahead
- Calendar, upcoming events and video
- Latest news from across the business

BEST FOR

Fast-paced operations and sales teams

Built with SharePoint Online + Sprocket 365
Concept design



HOME SITES

Air Space

Culture matters as much as customer experience. From product releases and checklists to events, updates and resources, Air Space gives staff everything they need to stay aligned and inspired, with a strong visual brand people will want to use.

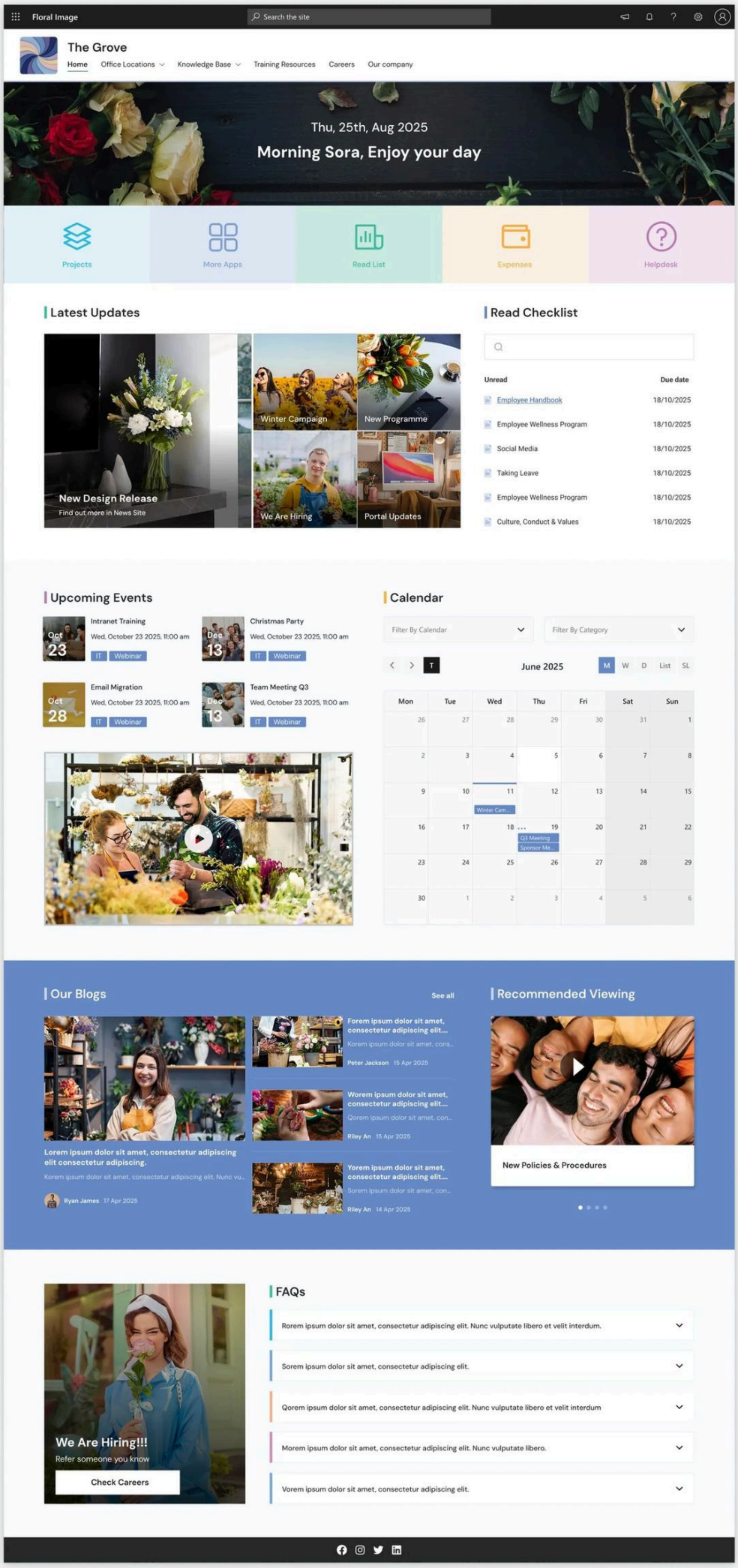
WHAT'S ON THE PAGE

- Icon tiles for projects, apps, expenses and helpdesk
- Latest updates news grid
- Read checklist for key policies
- Events, calendar and embedded video
- Blogs and recommended viewing
- FAQs and a careers callout

BEST FOR

Brand-led organisations

Built with SharePoint Online + Sprocket 365
Concept design



HOME SITES

The Grove

Built for franchise and multi-site organisations that need one place to align every location. Updates, events, checklists, apps, training and FAQs give frontline and head office teams what they need in seconds.

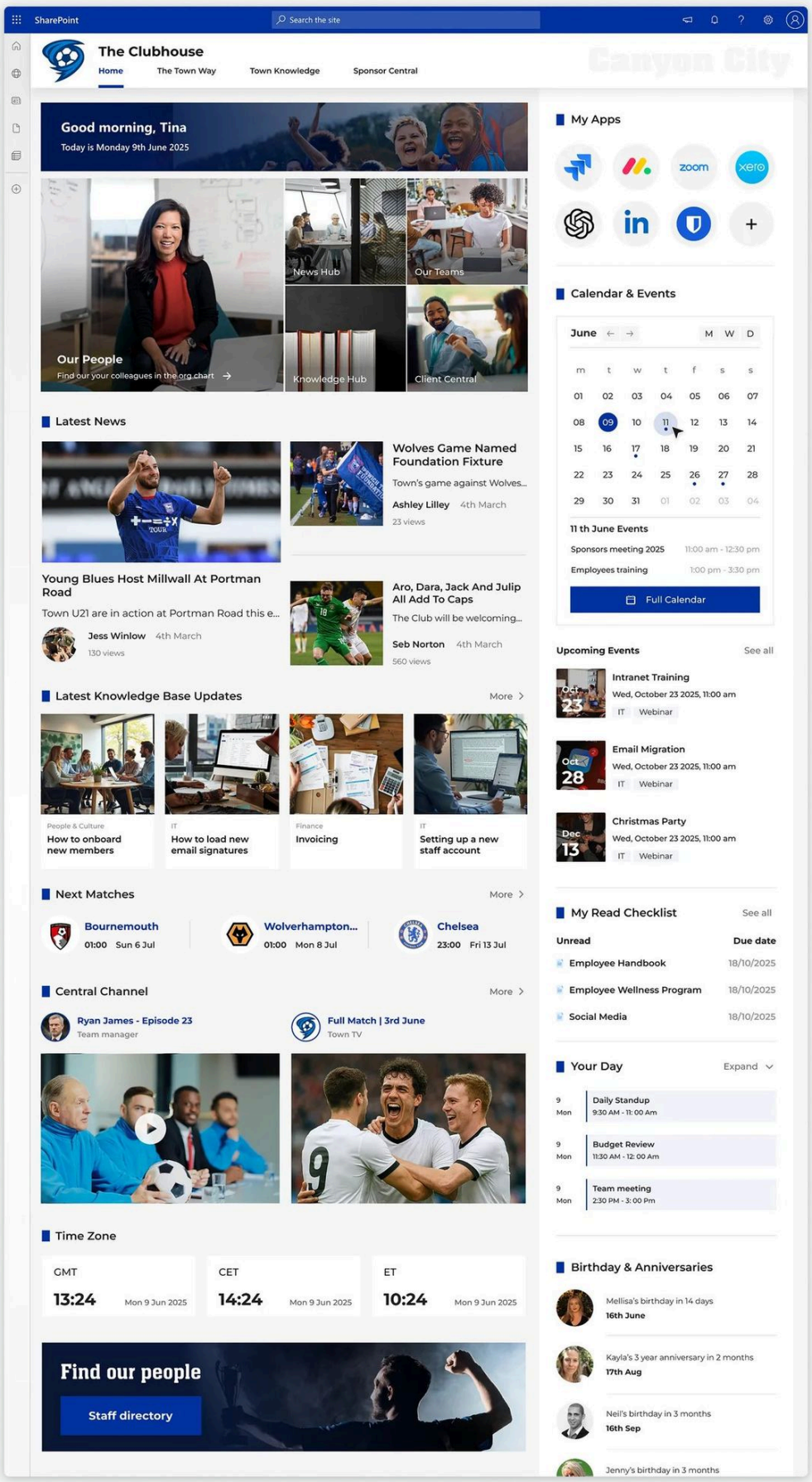
WHAT'S ON THE PAGE

- Colour-coded quick action tiles
- Latest updates from every location
- Read checklist with due dates
- Events, calendar and video
- Blogs and recommended viewing
- FAQs and a careers callout

BEST FOR

Multi-site and franchise teams

Built with SharePoint Online + Sprocket 365
Concept design



HOME SITES

The Clubhouse

People-first. News, knowledge base updates, events and checklists in a layout that hits the sweet spot between communications and day-to-day operations.

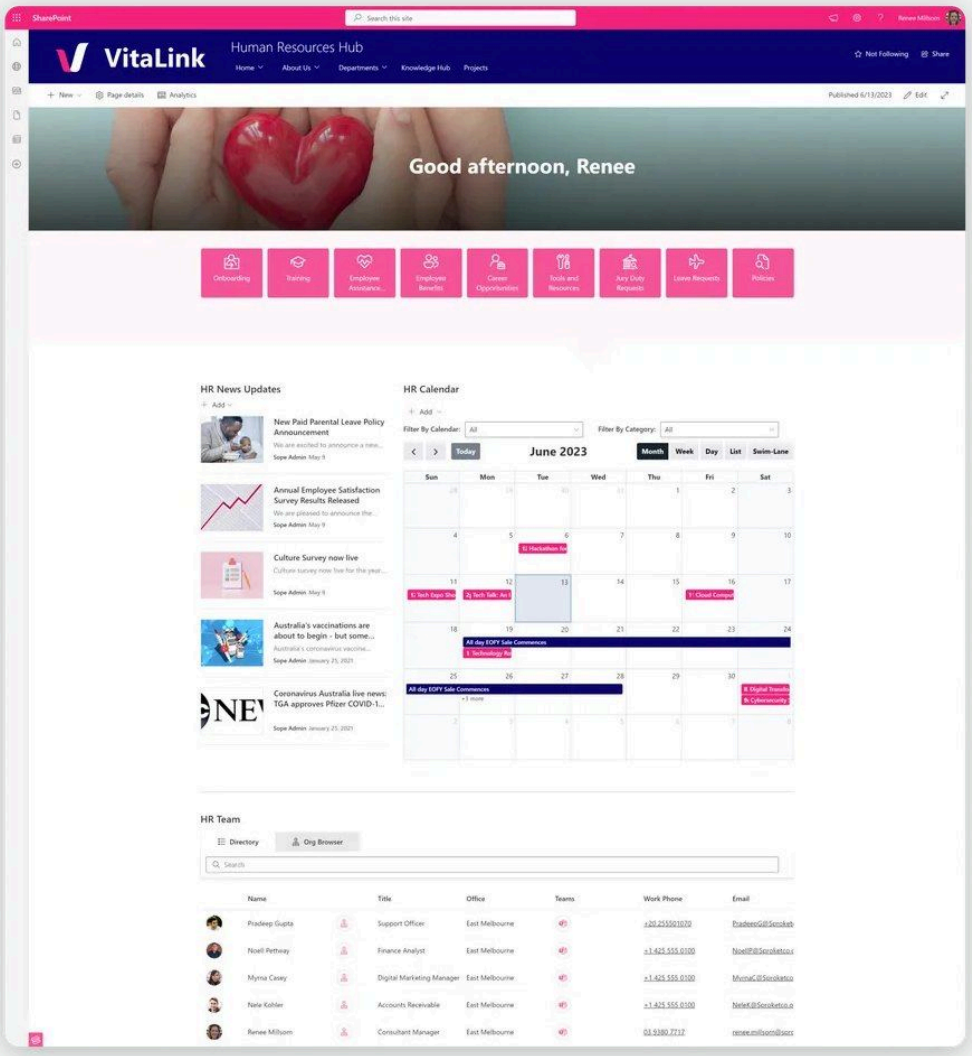
WHAT'S ON THE PAGE

- Our People, News Hub and Knowledge Hub tiles
- Latest news and knowledge base updates
- My Apps, calendar and upcoming events
- Read checklist and your day at a glance
- Video channel, time zones and staff directory
- Birthdays and anniversaries

BEST FOR

Clubs, membership and community organisations

Built with SharePoint Online + Sprocket 365
Concept design



PEOPLE & HR

VitaLink

An HR suite with a welcoming homepage, a structured knowledge base powered by Sprocket 365 and a dynamic departmental site. It gives employees what they need while keeping HR teams in control.

WHAT'S ON THE PAGE

- HR quick-action tiles, from onboarding to leave requests
- HR news, calendar and team directory
- Policies with mark-as-read tracking
- Benefits and onboarding hubs

BEST FOR

Health, care and HR teams

Built with SharePoint Online + Sprocket 365
Concept design

PEOPLE & HR

Mint

Built for professional teams who value clarity and consistency. Instant access to apps, key documents and compliance checklists keeps staff focused and aligned, without the clutter.

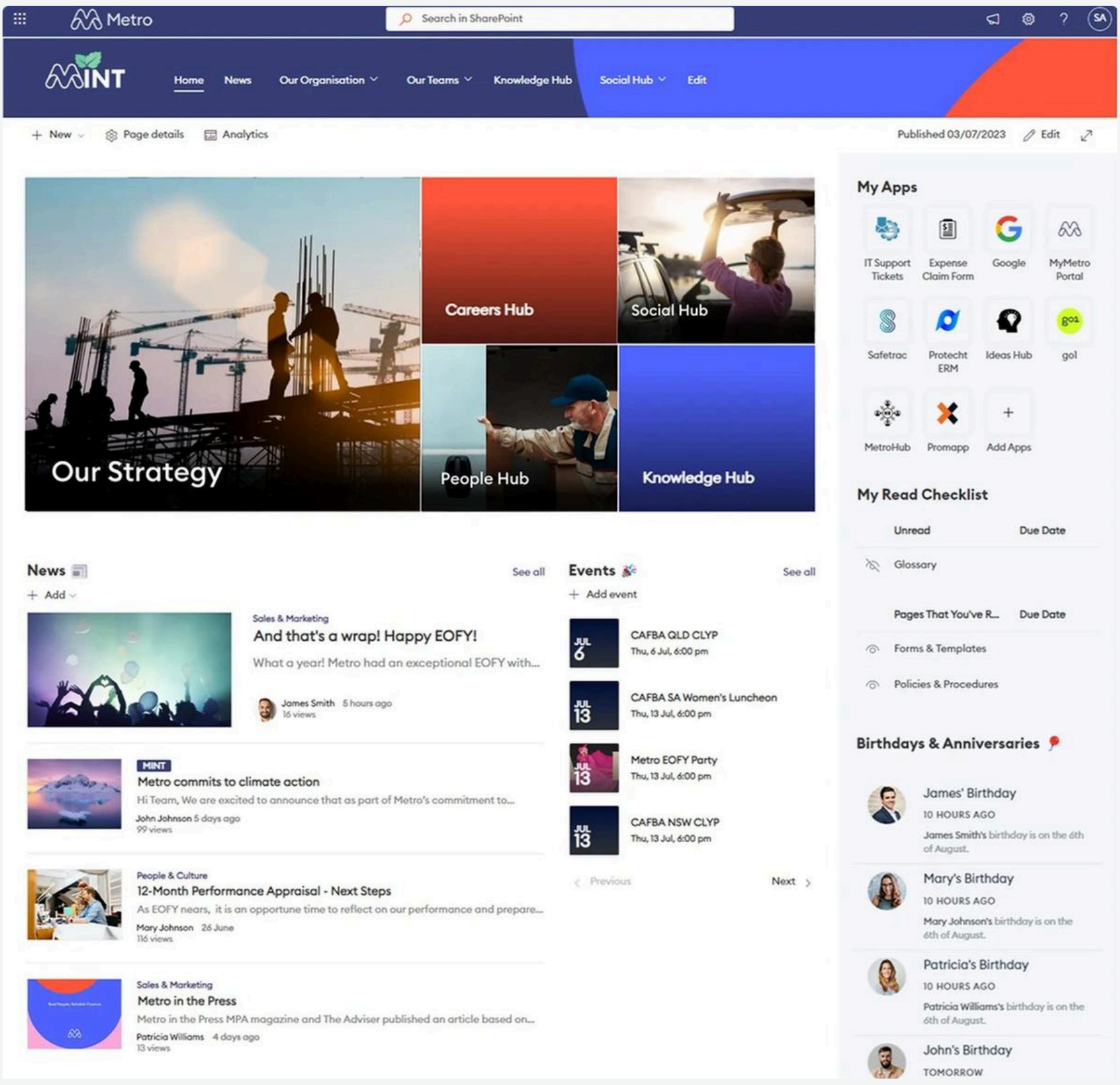
WHAT'S ON THE PAGE

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

BEST FOR

Professional services and finance

Built with SharePoint Online + Sprocket 365
Concept design



PEOPLE & HR

BaseCamp

A dynamic homepage paired with an internal careers site, helping teams stay informed and grow within the business. Product news, launch countdowns, open roles and clear job descriptions sit in one place.

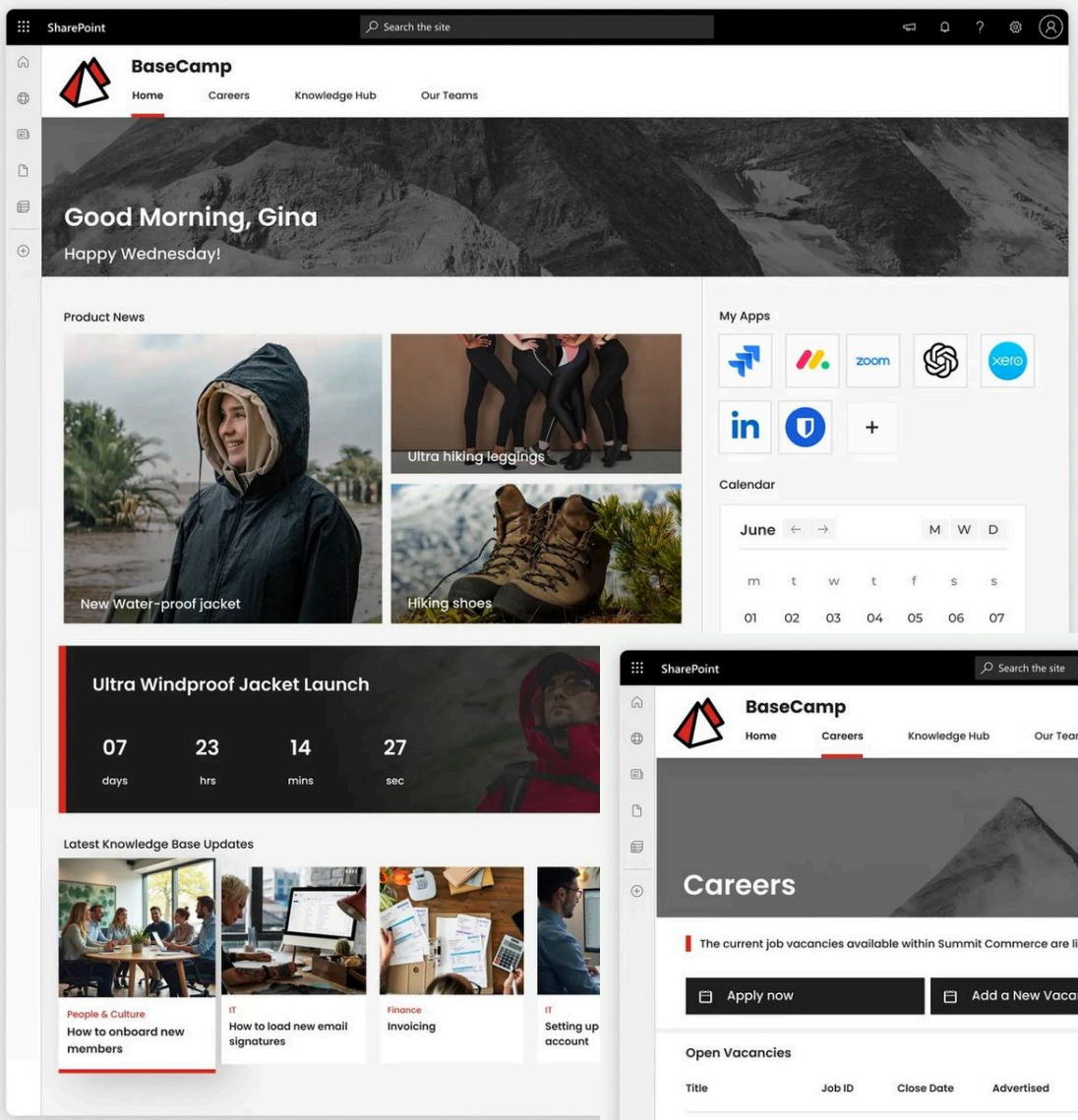
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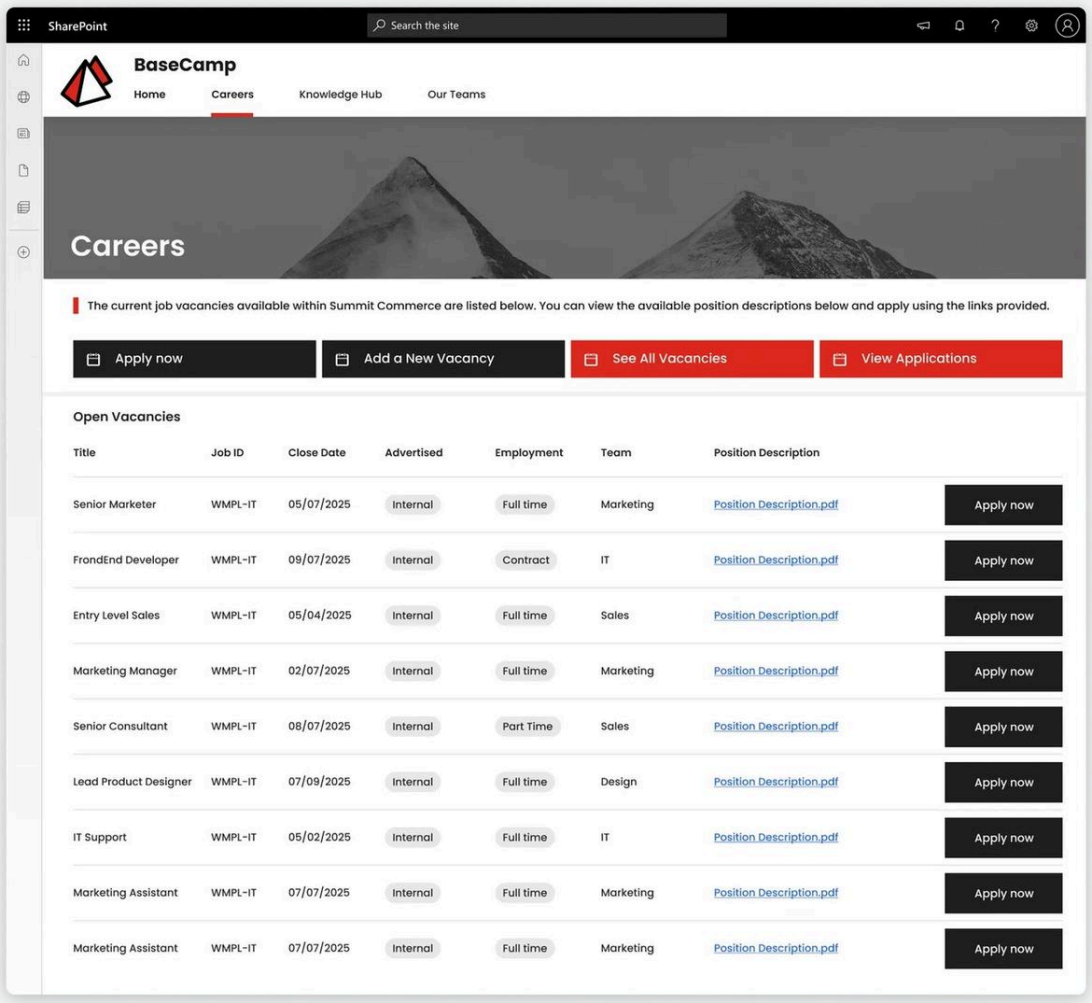
- Product news and launch countdown
- Knowledge base updates, apps and calendar
- Open vacancies with apply now actions
- Position descriptions in one place

BEST FOR

HR and talent teams

Built with SharePoint Online + Sprocket 365
Concept design





KNOWLEDGE & POLICIES

Meeting Place

A striking homepage and a purpose-built Knowledge Hub powered by Sprocket 365. Key news, events, policies and compliance in one place, without the usual SharePoint clutter.

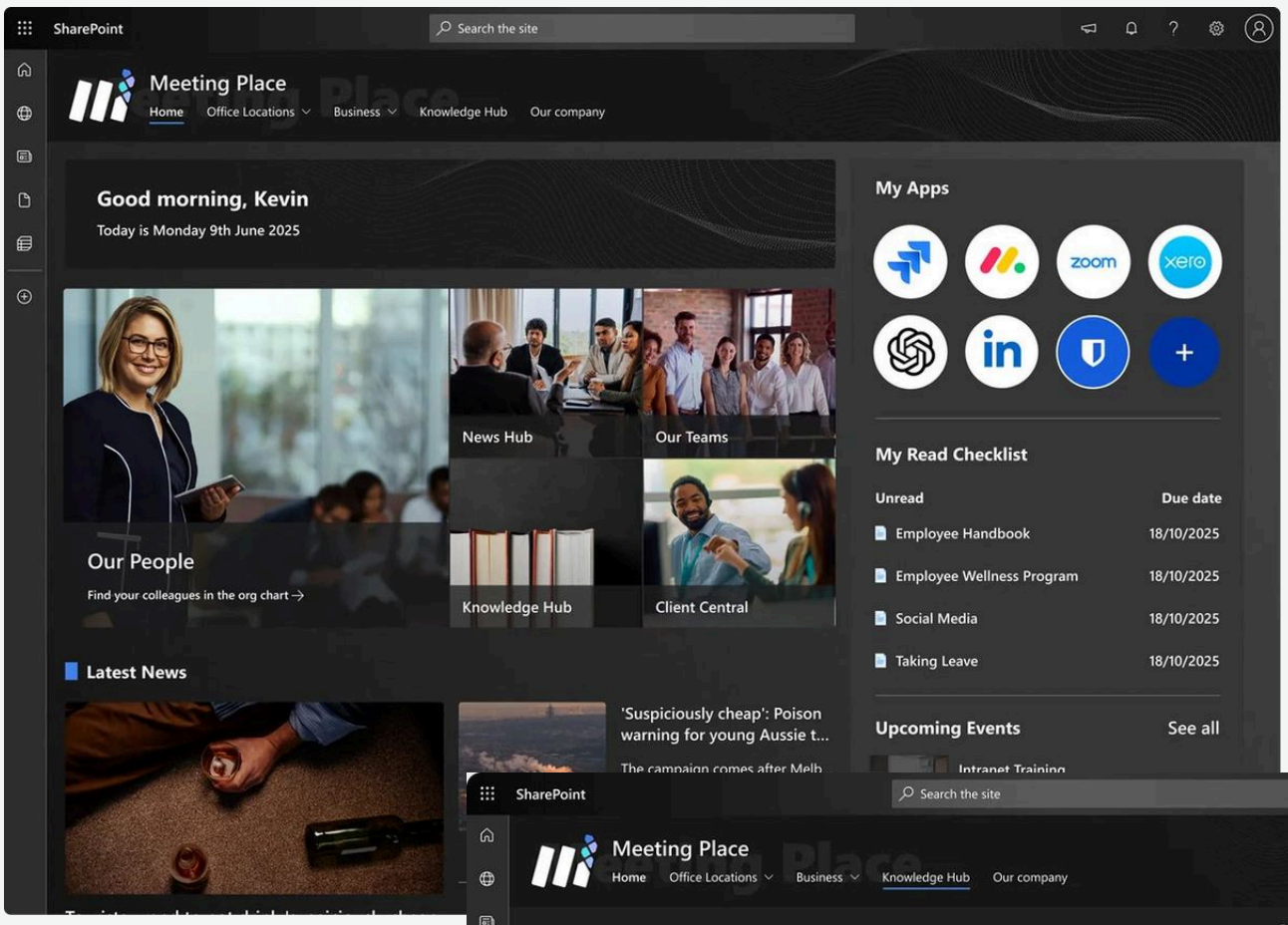
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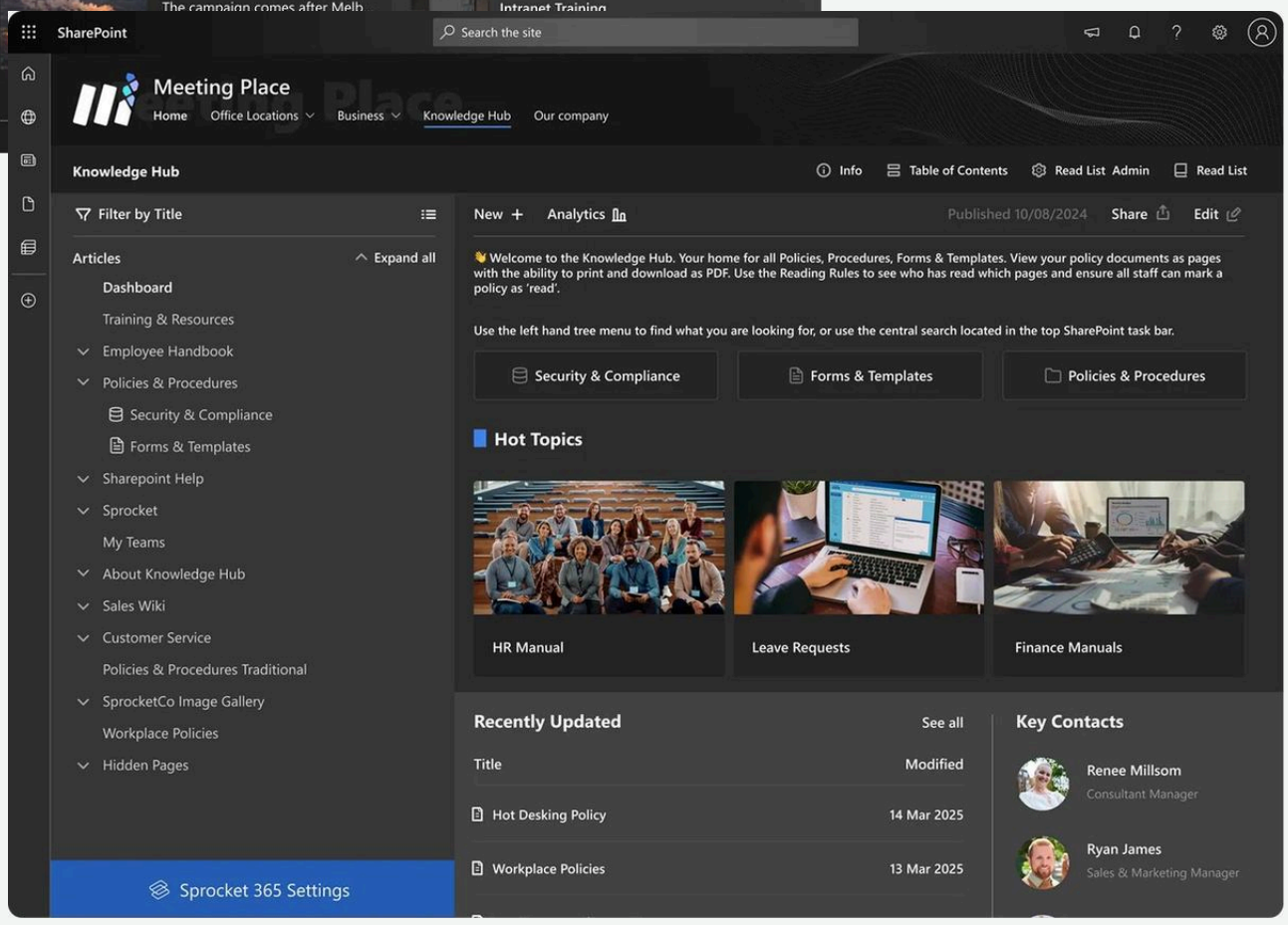
- Our People, News Hub and Client Central tiles
- Knowledge Hub with tree navigation and hot topics
- Read checklist with due dates
- Recently updated policies and key contacts

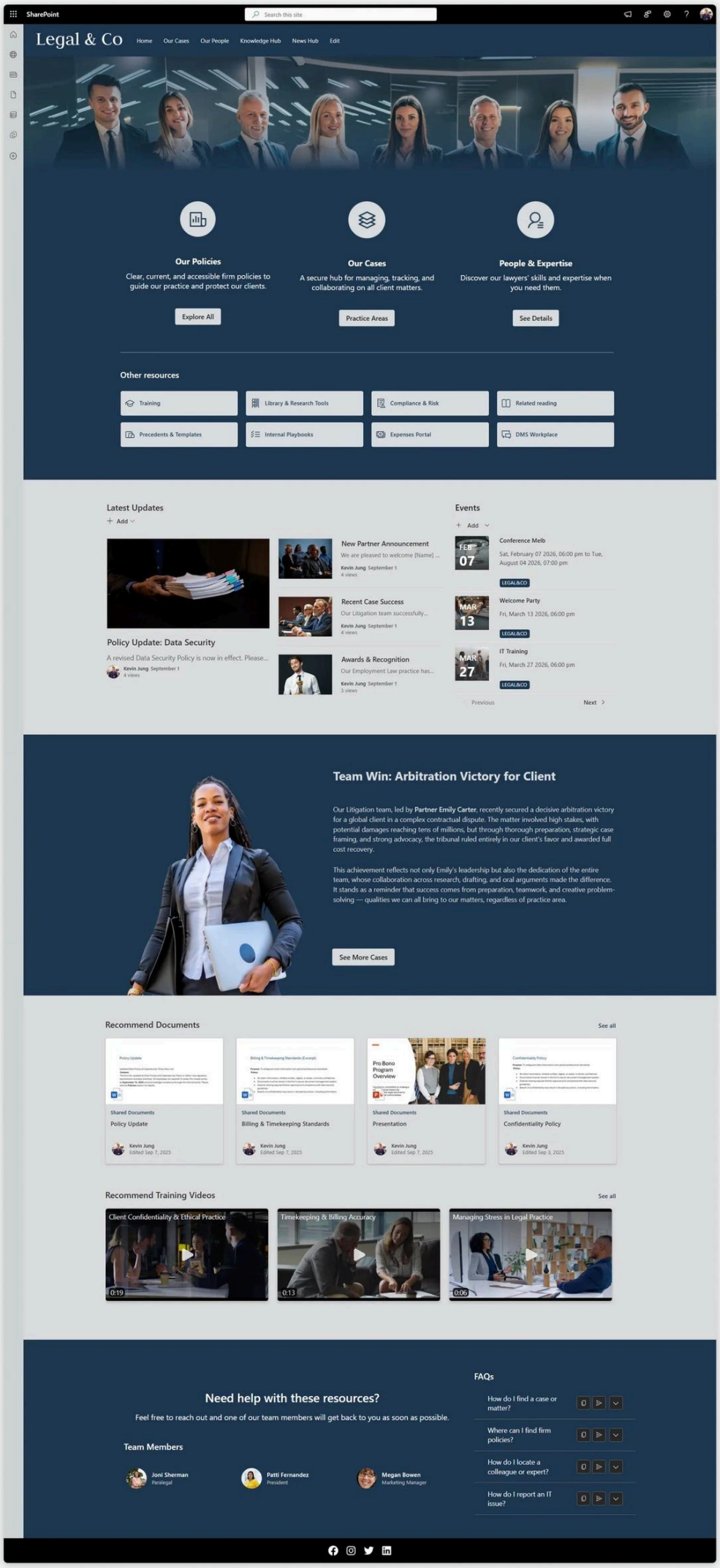
BEST FOR

Policy-heavy and regulated organisations

Built with SharePoint Online + Sprocket 365
Concept design







KNOWLEDGE & POLICIES

Legal & Co

A central, structured hub for everything that keeps a firm running smoothly. Policies, precedent libraries, case updates, risk resources and research tools are easy to find and quick to use, in a polished firm-branded experience.

WHAT'S ON THE PAGE

- Policies, cases and people expertise
- Precedents, templates and playbooks
- Compliance, risk and research links
- Latest updates and firm events
- Recommended documents and training videos
- FAQs and key team contacts

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, so frontline teams can find the right version fast and managers can see what's been read.

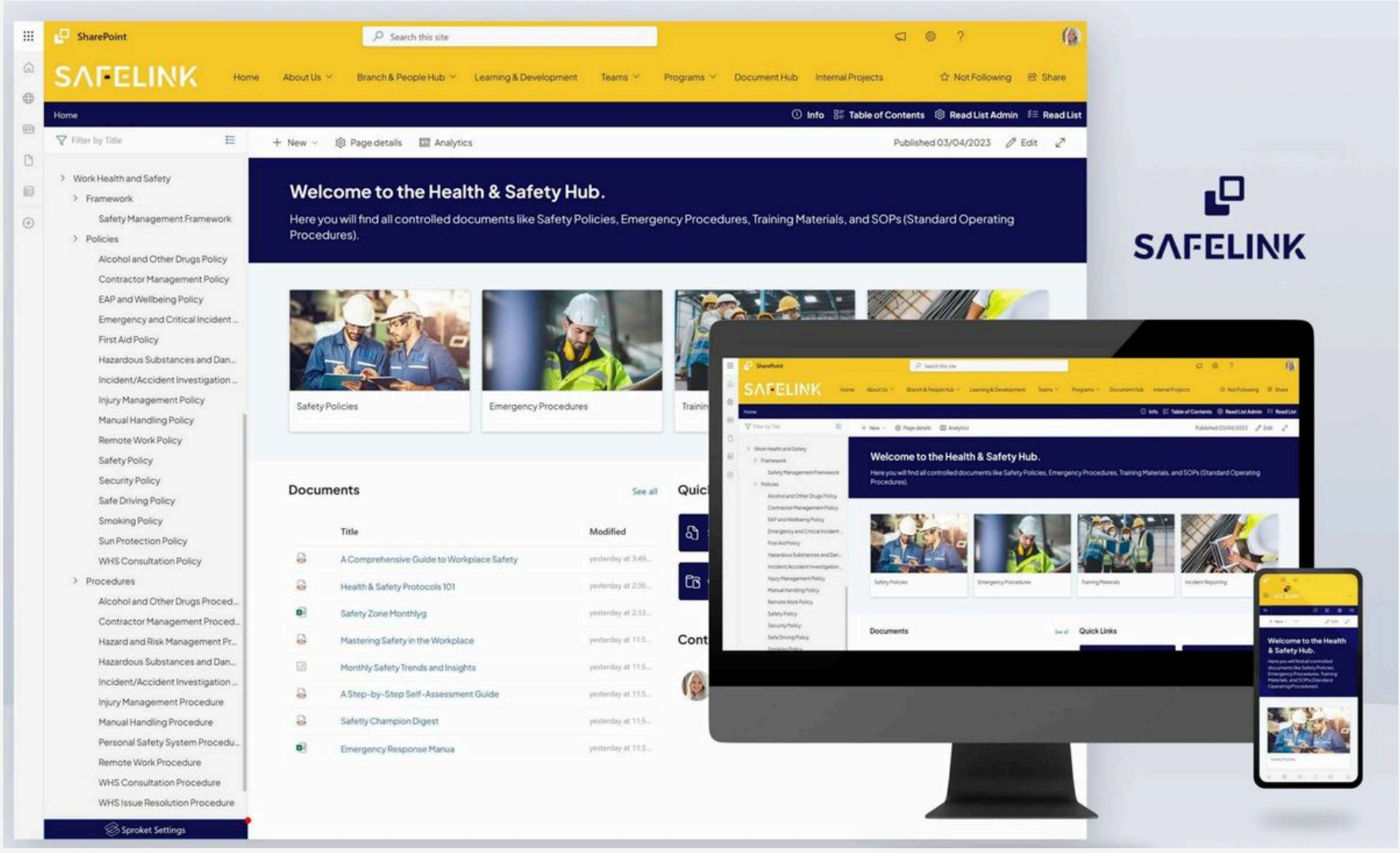
WHAT'S ON THE PAGE

- 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 gives you one central space to track milestones, share updates and keep key stakeholders aligned. Visual galleries, timelines and links bring clarity to every stage of the project.

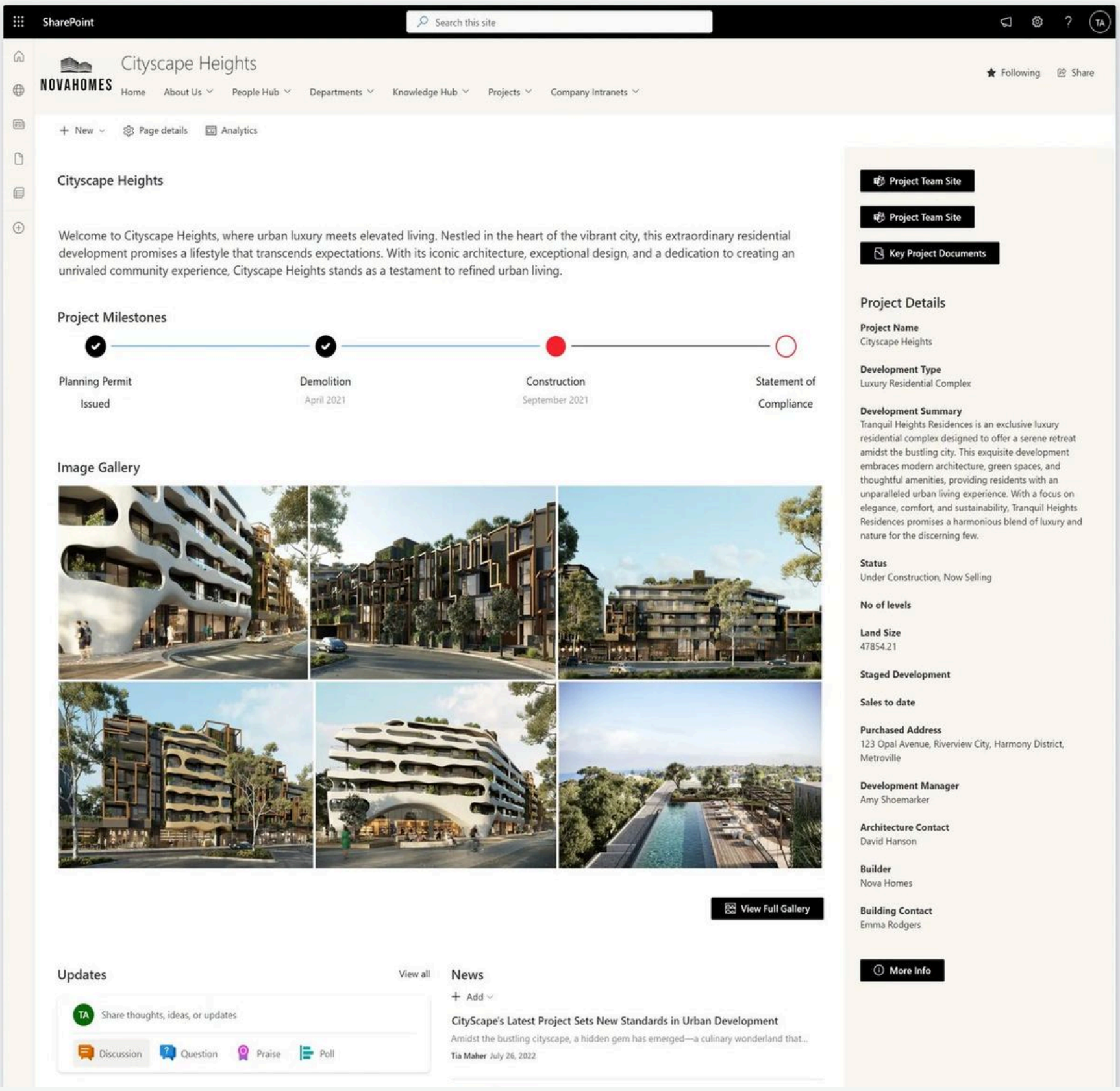
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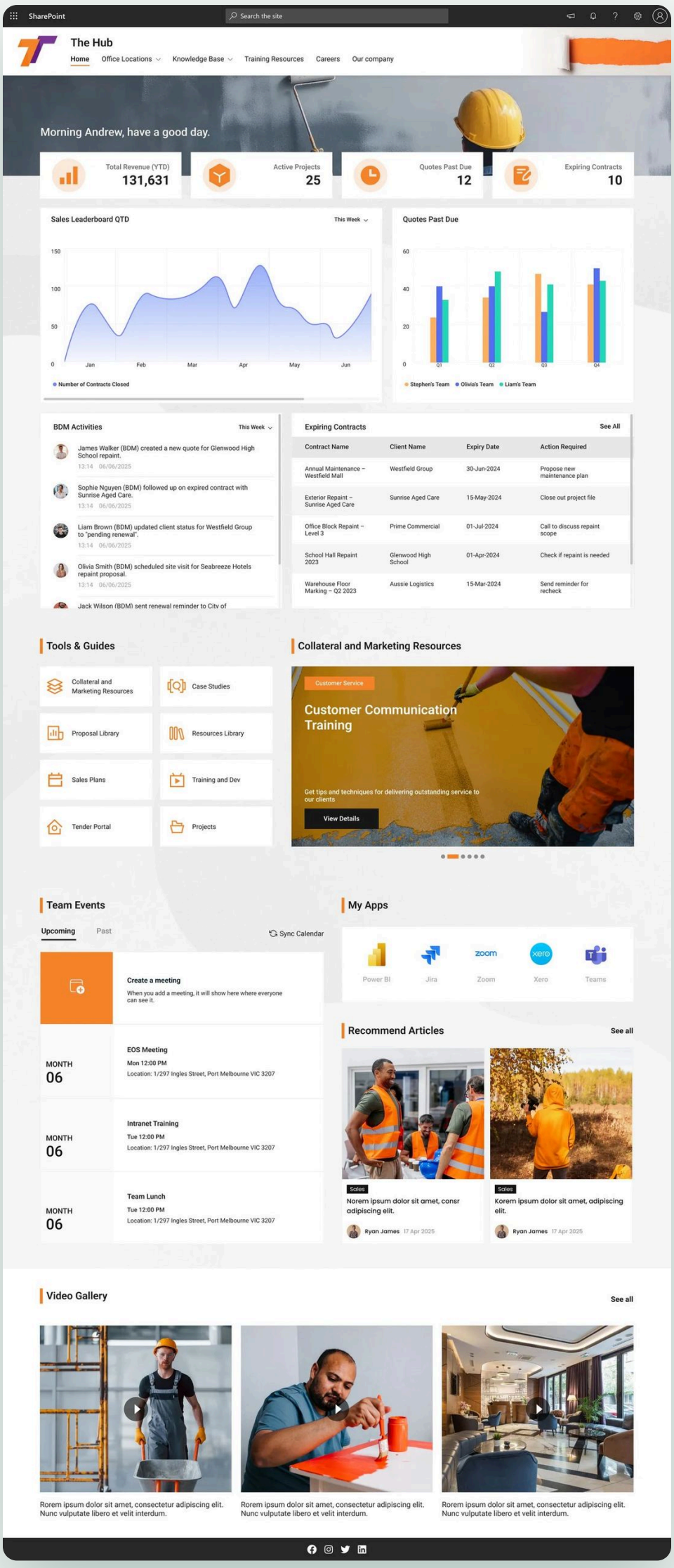
- Project milestone tracker
- Image gallery of the build
- Project details and key contacts
- Team updates and project news

BEST FOR

Construction and property

Built with SharePoint Online + Sprocket 365
Concept design





PROJECTS

Buildly

An all-in-one home page that gives sales and project teams instant visibility of pipeline and priorities. Dashboards, key activities, collateral and resources sit front and centre, so nobody has to dig through folders or emails.

WHAT'S ON THE PAGE

- Live KPI cards for revenue, projects and quotes
- Sales leaderboard and charts
- BDM activity and expiring contracts
- Tools, guides and marketing collateral
- Team events and My Apps
- Recommended articles and video gallery

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, with a calendar people can filter to see just what matters to them.

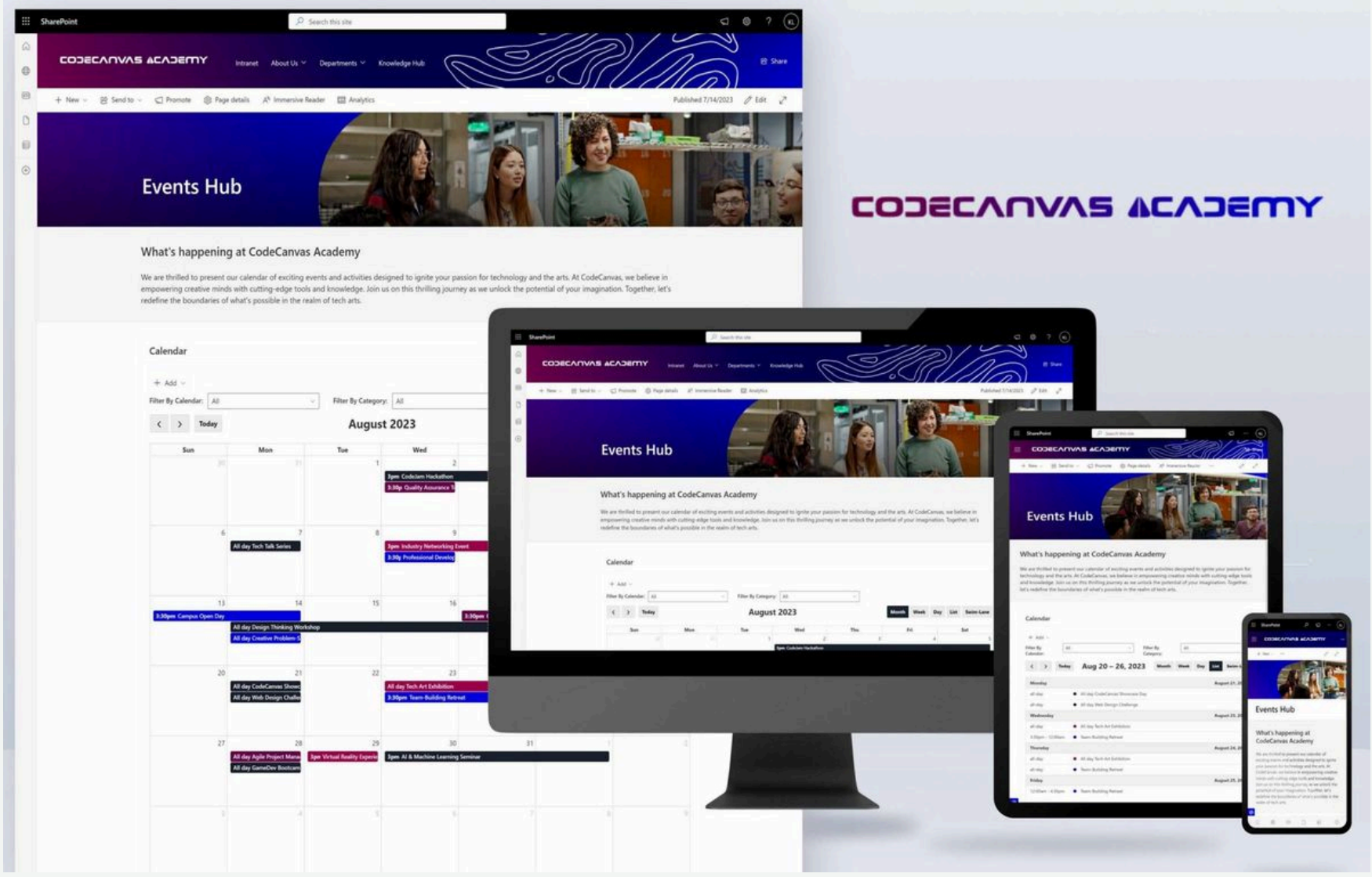
WHAT'S ON THE PAGE

- 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

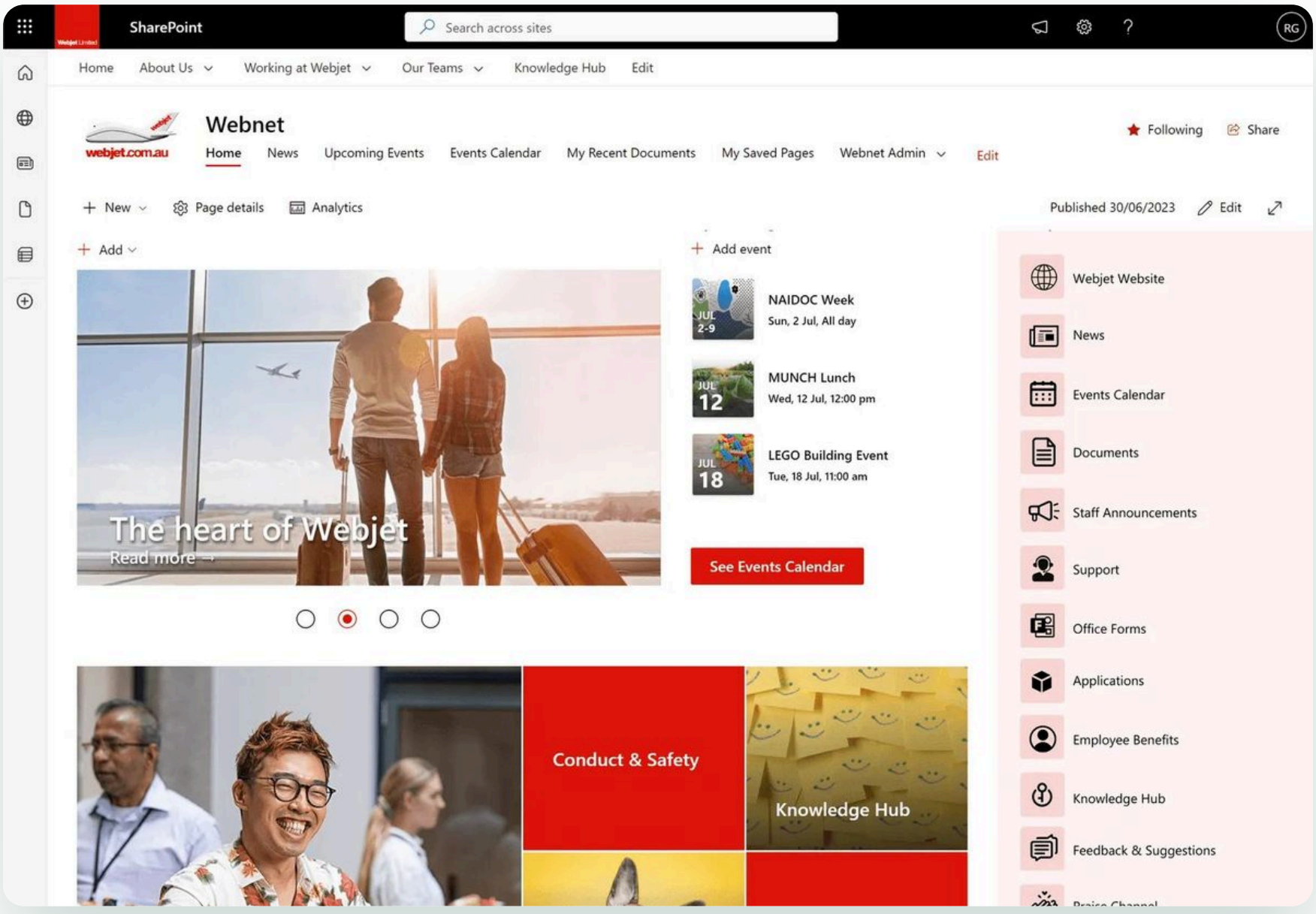
Webjet, an ASX 200 online travel business operating across Australia and New Zealand, moved its intranet back into SharePoint so staff could find news, policies and people in one place.

> *"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

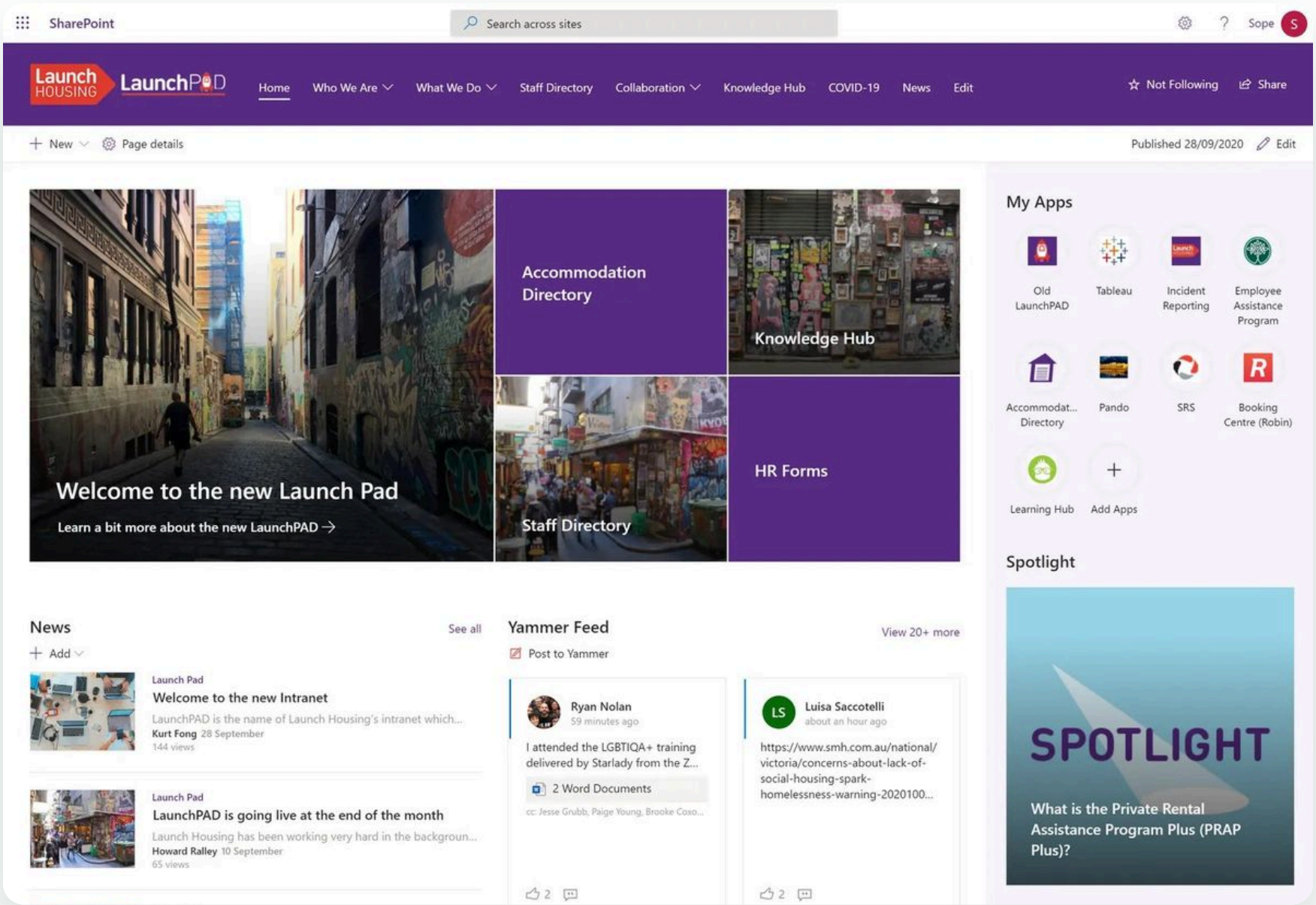
Launch Housing works to end homelessness across Melbourne. Their old intranet had become a cluttered "bottom drawer" that staff had stopped using, so we built LaunchPad on SharePoint and Sprocket 365.

> *"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, Microsoft 365 and AI 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.

What else can Sope help with besides SharePoint?

Plenty. We also run SharePoint and Microsoft 365 migrations, help teams get real value from Copilot and AI, and look after your Microsoft 365 environment day to day through SopeCare, our support service. Our own Sprocket 365 toolkit extends SharePoint with ready-made features like knowledge hubs and read checklists.

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

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Microsoft 365 Wizards. Achieve more, together.