

nettech

technology for tomorrow

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Corporate Intranet: A Proposal

Internet Technologies Ltd (nettech™) will like to invite your corporation to consider this proposal for an Intranet site, to increase employee productivity, streamline business processes and save costs on manual processing. Corporate Intranets deployed by such corporations as HP, Dell, Oracle and IBM have been quoted as yielding up to 1000% Return on Investment (**ROI**). This is not all hype, even though figures of 40 to 120% are closer to the industry average.

It is the hope of our company, to inform business partners such as IMB, of the potentials of this new medium. The corporate Intranet is a deployment of Internet technologies within the bounds of a company's local area network. This would include web pages, work flows, business processes, file exchange, and data-on-demand. Companies implementing Intranet sites can expect immediate cost savings in many manual processes that are amenable to computerisation and automatic processing, usually implemented as workflows where more than one person is involved.

Other areas where gains can be achieved include the moving and sharing of information, especially security sensitive documents. The Intranet provides an interface where access can be restricted and usage monitored, such that the company not only controls those viewing and using information, but also facilitates a mechanism for auditing historical use.

In large organisations, the scheduling of meetings can be made especially complex by the difficulty of locating personnel; by integrating personnel calendars with the Intranet interface, this problem is easily solved. Furthermore, using an Intranet based personnel directory, it becomes easier for employees to find out valuable information about the other people that work within the corporation, including their location, title, and other details. This works just as effectively for providing information about office locations around the country, or around the world, saving on printed paper copies of directories, and also on time wasted trying to find the directories.

A vital component of Calendaring and synchronisation is Email. Email is a versatile substitute and/or support for communication, with a much higher efficiency and speed indication than the traditional means of paper mail. In addition, email has the potential, where properly used, to reduce significantly, the amount of paper used for communication within an office. A letter normally typed and sent out to all members of staff can now be simply copied to all their email addresses instead. One major by-product of email is auditing.

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While paper communication can be shredded, and the chronology or order of processing may be hard to trace, with Email this is not so. Online or offline archives leave a digital footprint of all communications, including the parties to the issue, as well as the order of their interaction. With Email, it is possible, not only to determine with a 100% accuracy that a message has been delivered, but also to report on when the message was opened by the recipient. Email is, among other things, very quick: delivery can be expected within seconds of sending the message – depending on configuration. All these features make Email a very powerful asset to have within the corporate Intranet.

Many personnel departments would also welcome the value of an Intranet in supporting their management, processing, and auditing of such things as Holiday and Sick Leave. Often these applications require liaison with department heads and Accounts/Corporate department personnel, to co-ordinate and validate the application. Thereafter, a manual process is required to discover how many days of leave have been taken by a person. This becomes more complex when a department is being audited, or leave patterns for the organisation is being investigated, perhaps for performance analysis.

In all of these scenarios, a corporate Intranet can bring substantial assistance and accuracy, and lend significant security, and introduce cost savings. However, rather than describe each value of a corporate Intranet, it would be expedient rather, to provide a compendium of such services, and to allow management decide what services they require. Thereafter, consultant(s) from our company would provide additional information and/or arrange to deliver a presentation to the management of the corporation, to make a case for an Intranet. Below is a non-exhaustive list of features of a typical nettech designed Intranet:

1. Personnel Directory
2. Calendar – could be integrated with Microsoft Outlook
3. Branch Network
 - Locations
 - Maps
 - Directions
4. Branch Profiles
 - Client Count
 - Turnover
 - Other pertinent information
5. Bank Policies and Regulations
6. Security Guidelines
7. Online Banking
 - Loans
 - Overdrafts
 - Transfers
8. Frequently Asked Questions

9. Organisation Structure
 - Personnel
 - Departments
10. Enterprise Search Facilities
11. Holiday, Sick Leave – Processing and Archiving
12. Facility (Room, Resource) booking – Processing and Archiving
13. Online Training
 - Schedules
 - Bookings
 - Online interface to training applications and materials
 - Recording and Archiving of training undertaken by Personnel
14. Announcements
15. News
16. Current Affairs and Emergency news flashes

By building the corporate Intranet on the foundation of an enterprise class database engine, a great wealth of information can be built up over time about the information consumption patterns within the corporation. This is a major benefit over manual systems. Revisiting the example using Leave applications, in a paper based system, it would take many days to compile the number of days lost to sickness over the last year in a corporation. With an Intranet built on a database, this information can be derived within a few minutes. This same truth holds consistent for a great number of other business processes, and the production, distribution, and use of printed information.

If management has not committed to the use of an enterprise class database engine yet, may we recommend the Oracle database engine, as it provides superior performance and a wealth of features at a very good price? In addition to this, as a long time partner of Oracle, we would be in a position to secure significant discounts on the standard price of any number of Oracle products. These would include such as the Oracle 9iAS Application Server for hosting your Intranet, the Oracle Email Server which is included in the Oracle 9iAS product, and the Oracle Web Cache, an advanced, configurable Proxy Server.

As a proof of confidence in the products and services that we hope, GOD willing, to design and deliver to you, the company provides a guarantee that if there is a quality difference between an alternative solution and the Oracle Application Server 9iAS solution, we will refund you the difference! That is a challenge that is unlikely to be matched by any of our competition, either in Nigeria, or anywhere else in the world.

The emphasis of our company continues to be the building of relationships and long-termism, rather than one-off projects and quick gains. The Intranet is just one of the many services and products we hope will build our relationship with your corporation. We therefore look forward to working with you, and to deliver to you, what we consider to be an unrivalled Quality of Service (**QoS**) over time.

Many thanks and GOD bless.

Yours faithfully

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