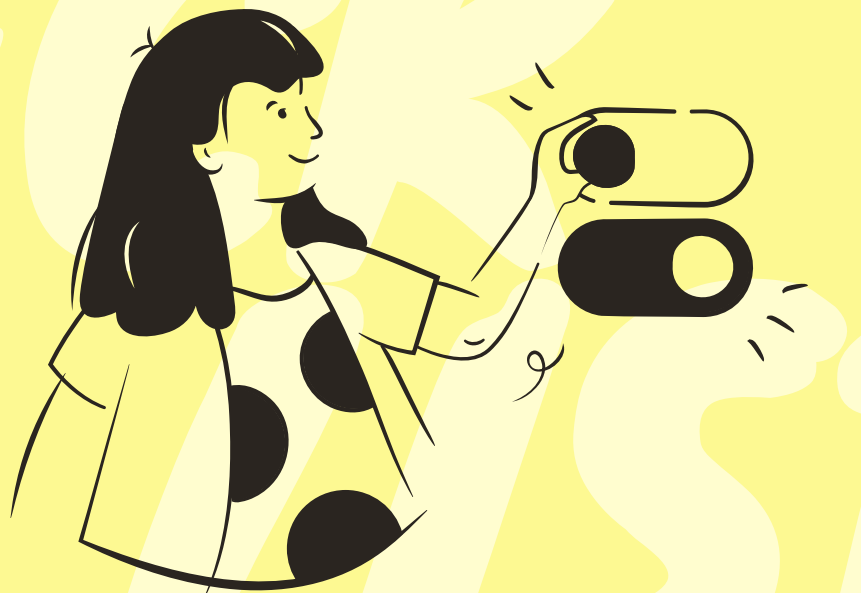


CHECKLIST

Planning to Implement an Employee Experience Platform?

Here's a Checklist You Should Complete



Embarking on implementing an Employee Experience Platform (EXP) requires careful planning and consideration to ensure a successful launch and sustainable operation. This checklist is designed to guide you through the critical stages of the process, from initial readiness and planning to selecting the right vendor and setting up the technical aspects of the platform.



By reviewing this checklist, you will:

- Understand the necessary preliminary steps such as defining clear goals, assembling a project team, and securing necessary resources.
- Learn how to assess your current technology infrastructure for compatibility with potential EXP solutions.
- Gain insights into the importance of vendor support, including their experience with similar companies and their ability to provide customized solutions.
- Discover the key elements of technical setup and security, ensuring the platform integrates well with existing systems while maintaining robust security and compliance standards.
- Explore how to optimize user engagement and experience through features like social media-style interactions, multimedia support, and effective communication tools.
- Be equipped to establish a governance model that balances control with flexibility to encourage active and compliant platform use.



Readiness and planning

- ☐ Have clear goals and objectives been defined for the implementation?
- ☐ Have key stakeholders been identified and a project team formed?
- ☐ Has necessary funding and resources been secured?
- ☐ Has the existing technology infrastructure been reviewed for compatibility?
- ☐ Have integration requirements with current systems been assessed?
- ☐ Have costs for implementation and ongoing maintenance been estimated?
- ☐ Are there defined criteria to measure the success of the EXP implementation?
- ☐ Have potential risks been identified and mitigation strategies developed?



Choosing a vendor that puts your support first

- ☐ Does the vendor offer dedicated support during and after implementation?
- ☐ Is the response time for addressing technical issues adequate?
- ☐ Are there training and onboarding programs available for employees?
- ☐ Does the vendor have experience with companies in similar industries?
- ☐ Does the vendor offer customized solutions to meet specific needs?



Technical Setup and Security

Integration and Compatibility

- ☐ Does the EXP integrate seamlessly with the existing technology stacks?
- ☐ Can the EXP serve as a central, connected tool for employees?
- ☐ Is content sharing across platforms easy?
- ☐ Are APIs available for custom integrations?
- ☐ Is data synchronization across other business systems effective?

Security and Compliance

- ☐ Are robust security measures in place?
- ☐ Is there compliance with GDPR and other relevant regulations?
- ☐ Are executives comfortable with the platform's security?



User Engagement and Experience

Engagement and Social Features

- ☐ Does the EXP include likes, comments, and shares like social media?
- ☐ Are engagement and social features customizable to team needs?
- ☐ Are there analytics tools to measure the impact of social features on engagement?

Multimedia Support

- ☐ Can the platform handle high-definition video, audio, animations?
- ☐ Are multimedia uploads, downloads, and playback smooth?
- ☐ Are there measures to avoid delays and buffering?

Publishing and Communication

- ☐ Is the back-end publishing system tested for efficiency?
- ☐ Does the platform support immediate push notifications to mobile devices?
- ☐ Does the platform facilitate easy communication between shifts and locations?

User Experience and Navigation

- ☐ Is the user interface simple enough for all employees?
- ☐ Are user journeys designed based on employee needs?
- ☐ Are there options to personalize the user interface?
- ☐ Is the focus on clean, simple, and engaging design maintained?



Governance and Operational Control

- ☐ Is a simple governance model with defined roles and responsibilities implemented?
- ☐ Can employees publish and update content within a structured framework?
- ☐ Is there a balance of control with flexibility to encourage platform use?
- ☐ Are there features supporting compliance with industry-specific regulations?



About Speakap

Speakap was founded with the mission to bridge the communication gap between frontline employees and their organizations. We provide a secure, user-friendly platform that ensures seamless communication, whether your team is on the frontlines, in the office, or working remotely. Our solution is trusted by leading companies worldwide, helping them to stay connected and engaged with their workforce.



Employee satisfaction



Employee retention



Employee productivity



Adoption rate



Our EXP Approach

At Speakap, we take a holistic approach to Employee Experience (EX). Our platform integrates **operational, organizational, and cultural elements to create a cohesive and engaging experience for all employees.**

We focus on:

- **Security and Compliance:** Ensuring that all communications are secure and compliant with regulations.
- **Data-Driven Insights:** Leveraging data to provide personalized and impactful communications.
- **Tool Consolidation:** Streamlining tools into a unified platform to enhance efficiency and reduce complexity.
- **Trust Building:** Fostering a culture of transparency and trust through clear and consistent communication.
- **Global Workforce Management:** Providing tools and support to manage and engage a diverse, global frontline workforce.

Our commitment to improving the frontline employee experience drives everything we do.

Join us in redefining the future of work and creating a workplace where every employee feels valued and connected.

[Schedule a demo](#)

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