

# Internal Communications Tool Procurement Checklist



This handy checklist will help you find the right internal communications tool without you having to spend hours and hours trawling through hundreds of solutions. Simply tick the features that are essential to you, the features that would be nice to have and the features you may need in the future. Then use your checklist to filter the internal communications solutions until you have a selection you would like to explore further.

Communication features	Essential	Nice to have	Future need
Media posts			
Embedded video posts			
Language translation			
Personalised content			
Email broadcast option			
Push notifications			
Text alerts			
Pin content to top of feed			
Push notifications			
Email/text alerts			
Multiple authors creating content			
Create content on mobile app			
Your branding across the platform			
Reactions through likes and emojis			
Commenting on posts			
Segmentation features	Essential	Nice to have	Future need
Segmentation assigned by department			
Custom segmentation self administered when required			
Custom topics/themes to assign and measure against			
Survey features	Essential	Nice to have	Future need
Pulse surveys			
Polls			
Multiple question surveys			
Conditional logic			
Employee Net Promoter Score surveys (eNPS)			
Real-time survey results			
Visual dashboard of results			
Survey results data export			

<b>Analytics features</b>	<b>Essential</b>	<b>Nice to have</b>	<b>Future need</b>
Read, open and click rates			
Length of time spent reading content			
Engagement insights and tracking			
Visual dashboards displaying analytics			
Benchmarking			
Company-level statistics			
Team-level statistics			
Employee-level statistics			
Most popular days/times for engagement			
Analytics data export			
<b>Collaboration features</b>	<b>Essential</b>	<b>Nice to have</b>	<b>Future need</b>
Searchable employee directory			
Searchable employee skills			
Skills gap analysis			
Online forms			
Direct chat with individuals			
Direct chat with groups			
<b>Accessibility</b>	<b>Essential</b>	<b>Nice to have</b>	<b>Future need</b>
Desktop access			
iOS app			
Android app			
Access without email address			
Passwordless login			
SSO (Single Sign On)			
Different user permissions			
<b>Security</b>	<b>Essential</b>	<b>Nice to have</b>	<b>Future need</b>
ISO 27001 accreditation			
GDPR compliance			
Cyber Essentials certification			
Data encryption			
Penetration testing and certification			
Two factor authentication			

Integrations	Essential	Nice to have	Future need
API access to build your own integrations			
Bespoke integrations			
Customer service	Essential	Nice to have	Future need
Implementation support			
User onboarding assistance			
Online support			
Telephone support			
UK support			
Dedicated account manager			
Account reviews			
Customer contributions to roadmap			

## About VRAMP

VRAMP is a central hub for all your employee communication and engagement needs. Our highly intuitive software connects your entire team with the information and people they need to work more effectively.

Send messages, emails, videos, documents and surveys only to the people the message will be relevant for. Gather instant feedback from employees via comments, reactions and surveys for highly effective two-way communications.

Use the analytics dashboards to monitor employee sentiment, engagement and the effectiveness of each communication. This 360 degree view will give you everything you need to make insightful decisions that drive continual improvement.

Discover how VRAMP can help you improve the working lives of your employees by getting in touch:

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**VRAMP - passionate about improving working lives**

