[COMPANY NAME]



**INFORMATION**

**TECHNOLOGY**

**STRATEGY PLAN**



**Version [number]**

**Version [date]**

**Version History**

**Version History**

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| **Version #** | **Author** | **Version Date** | **Description of Changes** |
| [VERSION #] | [AUTHOR NAME] | [VERSION DATE] | [CHANGE DESCRIPTION] |
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**Approval History**

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1. **INTRODUCTION**
	1. **Executive Overview**

[PROVIDE HERE A BRIEF BUT CONCISE SUMMARY OF WHAT THE WHOLE IT PROGRAM STRATEGY IS AIMING FOR AND HOW IT IS GOING TO BE ACHIEVED. THE FOLLOWING METRICS CAN BE USED IN MEASURING AND ACHIEVING THOSE GOALS:]

* User satisfaction and improved Information Technology capabilities
* Improved cost for IT services
* Compliance to internal and external policies, laws, and practices
	1. **Strategic Objectives**

[PROVIDE HERE LIST OF GOALS AND DEFINITIONS FOR EACH GOAL. SEE SAMPLE TABLE OR FILL UP REQUIRED INFORMATION]

|  |  |  |
| --- | --- | --- |
| **ITEM NUMBER** | **GOAL** | **GOAL DESCRIPTION** |
| 1 | Return on Investment | * Reduce operating costs
* Standardize processes
 |
| 2 | System Modernization | * Process automation
* Implement advancement programs
 |
| 3 | Improved Security | [DESCRIPTION OF STRATEGY HERE] |
| 4 | Policy Compliance | [DESCRIPTION OF STRATEGY HERE] |
| 5 | Improved Customer Service | [DESCRIPTION OF STRATEGY HERE] |
| 6 | Increased Transparency | [DESCRIPTION OF STRATEGY HERE] |
| 7 | Lowered Improvement Costs | [DESCRIPTION OF STRATEGY HERE] |
| 8 | [NAME OF STRATEGY] | [DESCRIPTION OF STRATEGY HERE] |

* 1. **Organizational Plan Overview**

[INSERT HERE THE PROCESS PLAN THAT IDENTIFIES THE ACTIVITIES DETERMINING THE DIRECTION OF YOUR STRATEGY. THIS IS THE WHAT - HOW - AND END RESULT] DESCRIPTION OF YOUR IT STRATEGY PLAN.

|  |  |  |
| --- | --- | --- |
| **What** | **How** | **Result** |
| [GOALS AND OBJECTIVES] | [ACTION PLANS AND INITIATIVES] | [RESULTS INCLUDING HOW RESULT WAS MEASURED] |
|  |  |  |
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1. **METHODOLOGY**
	1. **Requisites**

[INSERT HERE REQUIREMENTS FOR METHODOLOGIES TO BE USED FOR THIS IT STRATEGY PLAN. A FEW EXAMPLES WOULD BE THE FOLLOWING:]

* Implementation
* Establish convention or norm in the organization
* Incremental applicability
* Stakeholder involvement
* Alignment of goals
	1. **Process Overview**

[PROVIDE SUMMARY UNDERSTANDING OF HOW EACH METHODOLOGY ACHIEVES THEIR PARTICULAR GOALS AND OBJECTIVES]

[VIEWS FOR EACH METHODOLOGY CAN FURTHER BE REPRESENTED THROUGH PROCESS FLOW, IMPLEMENTATION, AND END-RESULT VIEWS.]

1. **ANALYSIS AND EVALUATION**
	1. **Current Situation**

There are numerous factors that affect any IT strategic plan which can both come from internal and external sources. It can be from the IT Department’s priority initiatives or from external ones outside the IT Department such as management budget, etc.

[INSERT HERE FACTORS THAT AFFECT OR CONSTRAIN CURRENT SITUATION OF YOUR IT STRATEGIC PLAN]

* 1. **Internal Considerations**

[FROM THE GENERAL LISTING ABOVE, DETAIL THE INDIVIDUAL INTERNAL SOURCES AND PROVIDE A DESCRIPTION FOR EACH.]

|  |  |  |
| --- | --- | --- |
| **Item #** | **Identified Factor** | **Description** |
| 1 | Business Needs | [DESCRIPTION] |
| 2 | Department Priorities | [DESCRIPTION] |
| 3 | [NAME OF FACTOR] | [DESCRIPTION] |
| 4 | [NAME OF FACTOR] | [DESCRIPTION] |
| 5 |  |  |
| 6 |  |  |
| 7 |  |  |
| 8 |  |  |

* 1. **External Factors**

[PROVIDE HERE A LIST OF EXTERNAL FORCES THAT AFFECT YOUR IT STRATEGY PLAN. EXAMPLES ARE FOUND IN THE TABLE BELOW AND CAN BE FURTHER FILLED UP DEPENDING ON YOUR IT STRATEGY]

|  |  |  |
| --- | --- | --- |
| **Item #** | **Identified Factor** | **Description** |
| 1 | Laws and Legislations | [SPECIFIC LAW OR GOVERNMENT INFORMATION TECHNOLOGY ACT HERE] |
| 2 | National Standards | [DESCRIPTION OF INFORMATION TECHNOLOGY RELATED NATIONAL STANDARDS HERE] |
| 3 | [NAME OF FACTOR] | [DESCRIPTION] |
| 4 | [NAME OF FACTOR] | [DESCRIPTION] |
| 5 |  |  |
| 6 |  |  |
| 7 |  |  |
| 8 |  |  |

1. **STRATEGIC DIRECTION**
	1. **Mission**

[INSERT YOUR INFORMATION TECHNOLOGY MISSION STATEMENT HERE. IT COULD BE SOMETHING LIKE THE FOLLOWING:]

Our Information and Technology Department aims to deliver and provide IT resources and services as common answers which include an effectively managed and highly secure IT infrastructure that provides the requirements needed for all the programs they intend to support.

* 1. **Vision**

[PROVIDE HERE YOUR IT VISION STATEMENT. THIS STATEMENT DESCRIBES WHAT YOUR IT COMMUNITY WOULD BE LIKE IN THE COMING FUTURE. IT DESCRIBES AND REITERATES THE IMPORTANCE OF IT MANAGEMENT AND SECURITY TO YOUR BUSINESS OR COMPANY.]

* 1. **Aims and Objectives**

[IDENTIFY HERE YOUR GOALS AND OBJECTIVES THAT SUPPORT YOUR MISSION AND HOW THEY WILL HELP YOU ACHIEVE YOUR VISION ABOVE.]

[BELOW ARE IDENTIFIED AREAS THAT SUPPORT AND HELP IN ACHIEVING IT VISION TO A COMPANY:]

* Information Technology Leadership
* Information Technology Governance
* Information Technology Architecture
* Information Technology Principles
* Data analysis
* Security for Data or Information
1. **INITIATIVES**
	1. **Integration**

[PROVIDE HERE STATEMENT ON HOW THE IT STRATEGIC PLAN AIMS TO INTEGRATE ALL PLATFORMS USED IN A BUSINESS CONSOLIDATED INTO ONE SYSTEM CAPABLE OF OPERATING IN BETWEEN DIFFERENT ITS PLATFORMS USED IN A COMPANY OR BUSINESS. BENEFITS INCLUDE THE FOLLOWING:]

* Sharing of Data between different platforms from different departments
* Save on software licenses since license can be shared between secured local area networks.
* Strengthen the modular design of the company’s IT framework.
	1. **Infrastructure**

A consolidated and shared Information Technology Infrastructure presents a common and cost effective solution for many processes including software use and standardized usage including operating and training processes. All of which equate to lower Information Technology costs for software, training, equipment, and licenses.

* 1. **Web Services**

Delivering product and service to both internal and external customers and employees is done through improvement of web services. Web services greatly help with corporate communications as well as open new sources for possible business. It further develops the integration plan for an organization having multiple physical locations.

[PROVIDE LIST OF PROPOSED WEB SERVICE UPDATE OR ADDITIONS HERE ALONG WITH DESCRIPTIONS]

* 1. **Performance Management**

[PROVIDE HERE DETAILS FOR PERFORMANCE MANAGEMENT SUCH AS KEY REQUIREMENTS AND PERFORMANCE METRICS.]

**APPENDIX**

**Terms**

[PROVIDE HERE TERMS USED IN THE ABOVE INFORMATION TECHNOLOGY PLAN INCLUDING ANY ACRONYMS OR ABBREVIATIONS]