

# Strategic IT Planning and Governance > List of Tools

## Stage 1 > Plan the Plan

- 1.1 Scope Statement Worksheet
- 1.2 Project Goal Statement
- 1.3 Planning Constraints
- 1.4 Identify Stakeholders
- 1.5 Stakeholder Analysis Tool
- 1.6 Letter to Key Stakeholders
- 1.7 Kick-off Meeting Agenda
- 1.8 Convergence of Technology and Core Business Strategy
- 1.9 Timeline Tool
- 1.10 Project Definition Statement

## Stage 2 > Document Your Business Strategy

- 2.1 Company Background and Description
- 2.2 Industry Definition
- 2.3 Priority Industries
- 2.4 PEST Analysis
- 2.5 Core Values
- 2.6 Company Mission and Vision
- 2.7 Core Business and Its Boundaries
- 2.8 Business Unit Core and Goals
- 2.9 Company Financial Picture
- 2.10 Company Strategy and Goals
- 2.11 Key Success Factor Analysis Tool

## Stage 3 > Assess the Current IT Situation

- 3.1 Organizational Chart
- 3.2 IT Irregulars
- 3.3 Skills Mapping Tool
- 3.4 Network Diagram Primer
- 3.5 Vendor Contact Information
- 3.6 Software Inventory
- 3.7 Hardware Inventory
- 3.8 IT Expenditure Analysis
- 3.9 Current IT Projects
- 3.10 Project Scope Statement
- 3.11 Industry Trends
- 3.12 Competitor Profiles

## Stage 4 > Propose a New IT Situation

- 4.1 Questions to Focus Discussion
- 4.2 IT Governance Maturity Model (preview)
- 4.3 SWOT Analysis
- 4.4 Future IT Options Questionnaire
- 4.5 Brainstorming Tool
- 4.6 Summary of Strategic Objectives
- 4.7 Summary of Strategic Directions

## **Stage 5 > Perform a Gap Analysis**

- 5.1 Assess Your IT Alignment
- 5.2 Review Your Strategy to Assess Skills
- 5.3 IT Infrastructure Gap Analysis
- 5.4 Recommendations to Resolve Strategic Gaps

## **Stage 6 > Propose a Strategic Vision and Governance Model**

- 6.1 IT Vision Meeting Agenda
- 6.2 Strategic Objectives List
- 6.3 IT Core Values
- 6.4 IT Vision Statement
- 6.5 Steering Committee Charter

## **Stage 7 > Build a Strategic Decision Making Framework**

- 7.1 IT Strategic Goals
- 7.2 Balancing IT Measures
- 7.3 Budget Analysis Worksheets
- 7.4 Budget Summary
- 7.5 Analysis of Available Options
- 7.6 Business Case Template
- 7.7 Comprehensive Project List
- 7.8 Info-Tech Project Ranking Framework
- 7.9 Prioritized List of Projects

## **Stage 8 > Publish, Promote, and Maintain Your Strategy**

- 8.1 Notes for the Strategic IT Plan Template
- 8.2 Notes for PowerPoint Slide Presentation
- 8.3 Communications Plan Template