

# Basic IT Strategy Template

## 1 Vision and Mission

### Vision Statement:

Describe the IT department's long-term aspirations.

*Example: "To enable innovation and operational excellence through secure, scalable, and transformative IT solutions."*

### Mission Statement:

Define the IT department's core purpose and daily priorities.

*Example: "To deliver reliable and efficient IT services that empower employees, enhance productivity, and align with business goals."*

## 2 Goals and Objectives

List measurable goals that align with business priorities.

*Examples:*

- *Improve system uptime to 99.9% by the end of the year.*
- *Migrate 50% of on-premises workloads to the cloud within two years.*
- *Enhance customer support by implementing a new IT help desk system.*

## 3 SWOT Analysis

Conduct an honest evaluation of your IT landscape.

### Strengths:

- *Reliable network infrastructure.*
- *Experienced IT team.*

### Weaknesses:

- *Outdated legacy systems.*
- *Limited budget for innovation.*

### Opportunities:

- *Cloud migration to improve scalability.*
- *Emerging AI tools to enhance analytics.*

### Threats:

- *Growing cybersecurity risks.*
- *Regulatory compliance changes.*

## 4 Technology Roadmap

Create a timeline for IT initiatives to achieve your goals.

### Short-Term (0–12 months):

- *Upgrade network infrastructure.*
- *Implement multi-factor authentication for added security.*

### Medium-Term (1–3 years):

- *Complete cloud migration.*
- *Roll out new collaboration tools for remote teams.*

### Long-Term (3+ years):

- *Integrate AI analytics tools.*
- *Modernize ERP systems for global scalability.*

## 5 Implementation Plan

### Roles and Responsibilities:

Assign roles for each initiative, ensuring accountability.

*Example:*

- *Project Manager: Oversee cloud migration.*
- *Security Lead: Implement cybersecurity measures.*

### Budget and Timeline:

- *Allocate resources for each project.*
- *Define clear milestones and deadlines.*

## 6 Governance Framework

Define policies and procedures to guide IT operations and decision-making.

*Example: "All IT investments over \$25,000 require approval from the CIO and alignment with the business's strategic goals."*

## 7 Key Performance Indicators (KPIs)

Choose metrics to measure the success of your IT strategy.

*Examples:*

- *System uptime percentage.*
- *ROI on IT investments.*
- *Employee satisfaction with IT services.*