



IT STRATEGIC PLANNING CHECKLIST

Use this checklist to help guide your IT Strategic Planning Process.

IDENTIFY KEY STAKEHOLDERS

- Stakeholder assessment
- In IT and outside of IT
- Include internal and external
- May want to include input from Customers

POLICIES, PROCEDURES, AND GUIDELINES

- Establish planning processes and timelines
- Clearly define guiding principles
- Establish parameters

FUTURE STATE VISION

- Identify target IT maturity level
- Identify strategies to close gaps and improve performance
- Raise the bar, innovate to move the needle on Agency goals and objectives
- Maximize value to the organization

CURRENT STATE ASSESSMENT

- Assess current IT maturity level
- Gather feedback from business and IT stakeholders
- Assess current alignment with business goals and objectives
- Identify gaps/opportunities

GOALS AND OBJECTIVES

- Understand agency goals and objectives
- Define IT vision (*desired future state – what you want to be*)
- Define IT mission (*purpose and how to achieve Vision*)
- Set IT goals and objectives (*how will progress be measured*)

IT ROADMAP

- Review prior roadmaps/plans; identify keep, stop, and continue initiatives
- Identify new initiatives needed to achieve the desired future state
- Prioritize initiatives based on strategic alignment, cost, risk, and complexity
- Develop initiative roadmap
- Determine budget impact/needs

MEASURE PROGRESS

- Identify key portfolio initiative metrics
- Set targets
- Develop a monthly (*minimum*) dashboard
- Implement leadership, governance, and accountability for each initiative
- Implement weekly dashboards for each initiative (*include cost, time, and quality metrics*)
- Review progress regularly and formally at least monthly
- **Take corrective action**

REVIEW AND REVISE

- Review agency goals and objectives along with the IT strategic plan regularly and formally, at least quarterly
- **Make adjustments**

Contact MSSBTA to learn how we can accelerate your Agency's IT Strategic Planning Process and ensure future success.

Advisory@mssbta.com or **602-387-2100**

MSS
Business Transformation Advisory