

# TECHNOLOGY STRATEGIC PLAN CHEAT SHEET



## Vision and Goals

**Define Business Objectives:** Align technology goals with overall business objectives. Consider how technology can enhance efficiency, customer experience, and growth.

**Set Technology Vision:** Describe the future state of your business with technology integration. This vision should inspire and guide your technology decisions.

## Current State Assessment

**Inventory Technology Assets:** List current hardware, software, and services. Include licenses, versions, and expiration dates.

**Evaluate IT Infrastructure:** Assess the condition and performance of existing technology infrastructure.

**Identify Gaps:** Determine where current technology needs to meet business objectives.

## Identify Needs and Opportunities

**Analyze Market Trends:** Stay informed about technological advancements and industry trends that could benefit your business.

**Gather Stakeholder Input:** Engage employees, customers, and partners to understand their technological needs and expectations.

**Prioritize Technology Initiatives:** Rank potential technology projects based on impact, cost, and feasibility.

## Strategic Initiatives

**Develop Key Initiatives:** Create detailed plans for each technology project, including objectives, timelines, and responsible parties.

**Resource Allocation:** Plan for necessary resources, including budget, personnel, and training.

## Risk Management

**Identify Risks:** Consider potential challenges such as cybersecurity threats, budget constraints, and technology obsolescence.

**Develop Mitigation Strategies:** Create contingency plans to address identified risks.

## Budget and Financial Planning

**Estimate Costs:** Provide detailed cost estimates for each technology initiative.

**Financial Plan:** Align the technology budget with the overall business financial plan. Consider options for financing significant investments.

## Implementation Plan

**Timeline and Milestones:** Develop a clear timeline with specific milestones for each project phase.

**Assign Responsibilities:** Designate teams or individuals responsible for executing each part of the plan.

## Monitoring and Evaluation

**Define Metrics:** Establish key performance indicators (KPIs) to measure the success of technology initiatives.

**Regular Reviews:** Schedule periodic reviews to assess progress and make necessary adjustments to the plan.

## Communication Strategy

**Internal Communication:** Keep all stakeholders informed about the plan, progress, and changes.

**Training and Support**