**INFORMATION TECHNOLOGY (IT)
STRATEGIC PLAN TEMPLATE
for Microsoft Word**

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This IT Strategic Plan Template is designed to guide IT teams in developing a comprehensive strategy that aligns with the organization's overall objectives. By filling out this template, you will create a clear roadmap for your IT initiatives, ensuring they support the broader goals of your organization. This document should be revisited and updated regularly to reflect changes in technology, business strategies, and market conditions.

**EXECUTIVE** SUMMARY

Provide a brief overview of your IT strategic plan, highlighting key goals, strategies, and initiatives. Summarize the main points for stakeholders, so they can quickly grasp the plan's essence.

**VISION** STATEMENT

Articulate the long-term vision for the IT department. Describe what you aim to achieve in the future and how it supports the organization's overall vision.

**MISSION** STATEMENT

Define the IT department's purpose. Explain how IT contributes to the achievement of the organization's objectives, focusing on the value delivered to stakeholders.

**CURRENT** IT STATE

Assess the current status of IT within your organization. Identify strengths, weaknesses, technological capabilities, and areas that need improvement.

**STRATEGIC GOALS** AND OBJECTIVES

List specific, measurable goals that the IT department aims to accomplish. Ensure that these goals align with the organization's strategic objectives.

**STRATEGIC INITIATIVES** AND PROJECTS

Describe the key initiatives and projects that you’re planning to implement in order to achieve the strategic goals. Include technology implementations, system upgrades, and process improvements.

**IT GOVERNANCE** STRUCTURE

Describe the governance framework for IT decision-making. Outline roles, responsibilities, and processes for aligning IT with business priorities.

**TECHNOLOGY** ROADMAP

Create a timeline of significant technology initiatives, showing planned upgrades and new system implementations. Align these initiatives with your strategic goals.

**RISK** **MANAGEMENT** PLAN

Identify potential IT risks and develop strategies for mitigation, disaster recovery, and business continuity.

**BUDGET** AND RESOURCE PLAN

Detail the financial and human resources you need for the IT strategic plan. Include budget allocations for projects, maintenance, and staffing.

**PERFORMANCE** **METRICS** AND KPIs

Define the metrics and KPIs to measure the success of your IT initiatives and their contribution to strategic objectives.

**REVIEW** AND REVISION PROCESS

Outline the process for periodically reviewing the IT strategic plan and making the necessary adjustments, so you can adapt to new challenges or opportunities.

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