# ICT Plan Template

This template can be used to develop an ICT plan for your organisation in conjunction with the guidance at <http://www.improveit.org/understandit/planning/making-it-plan-digital-business-kit>.

## Executive summary

If your plan is more than a couple of pages, an executive summary should provide a high level overview of the current ICT environment and a summary of the key initiatives, timeframes, costs and benefits of the ICT plan.

## Current environment

Summarise the business or operating environment context for your organisation: the programs or services you provide, staffing, growth (or budget) pressures and your key (business/organisational) goals over the next couple of years.

## ICT strengths and opportunities

Identify your current technology strengths and also the opportunities where you can improve your ICT environment to help achieve your goals. The [Digital Proficiency quiz](http://www.improveit.org/understandit/planning/take-digital-proficiency-quiz) and feedback (or a survey) from staff can help to identify where you need to focus.

## ICT improvement actions

### This section should list the projects or actions you intend to resource over the next year (or more) to improve your ICT environment and allow your organisation, staff and volunteers to have an even greater impact. For each improvement action, identify:

* the **scope** of the improvement action (or what you intend to do; how will you know when you have finished?)
* **when** you intend to complete the action (this year, next year, etc), and how long it will take
* the **benefit** of undertaking the improvement action – this can include things like more reliable systems, staff time savings, ability to work when out of the office, etc. You should be as specific as possible
* the **resources** required to complete the action (both funding and effort) – this is critical as when you have your IT plan approved, it is important that you are allocated the budget and/or time to undertake each identified action.

## Appendices

Remember to keep your IT plan readable. Place supporting and extra information (such as network diagrams, PC asset lists, server configuration details, support information, etc) in appendices.

***Next:***

Once you have drafted your plan, review it with a critical eye – is it realistic (or are you trying to achieve too much)? Is it justified (are the benefits that you’ll receive from the actions enough to justify the cost and effort)?

Make sure you test the plan and ideas as you go, - see <http://www.improveit.org/understandit/planning/writing-your-it-plan-getting-buy-and-commitment>