

# Template for creating your IT strategy

Enter your answers for each section in the text areas provided.

## 1. Executive summary

Provide a high-level description of your organisation's goals, mission and vision. You should include a statement on how you'll use IT resources to support these. Your summary should be short, impactful and immediately understandable for staff at all levels within your organisation.

## 2. Current state

Conduct a review of your existing IT environment and by creating a list of:

- Key business systems and hardware
- Current IT staffing levels and technical skills
- Budgets allocated to IT systems and service

Note what is working well now, and include any weaknesses that may present a barrier to achieving your goals.

### 3. Target state

Provide a more in-depth look at IT trends relevant to the heritage sector, and include upcoming projects or initiatives planned across your organisation. Discuss how you might develop emerging opportunities and respond to changes in the near future. Talk to your colleagues outside of IT about any areas that need IT enablement.

### 4. Plan and roadmap

Create a list of elements needed to achieve your target state. These include:

- Skills and infrastructure improvements required to sustain existing systems
- IT activities and resources required to implement new and improved systems.

Ensure you develop easily measurable indicators for assessing and demonstrating your success at each step.

### 5. Review

When established, your IT strategy should contain a section where you can identify, address and report on the outcome of past plans and objectives. Where there have been shortcomings in achieving past goals, you should create a process to share these findings with the rest of your organisation.