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Revision History

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# Executive Summary

# History and Purpose

## History of the <Organization>

## Purpose of the <Organization>

# Management and Business Processes.

[In this section, document the major processes necessary for the organization to fulfill its mission.]

## Practice 1

## Practice 2

## Practice 3

## Practice 4

## Practice 5

# Current IT Environment

## Hardware

## Software

## Staff IT Skills/Training

## IT Budgeting and Spending

# Envisioned IT Capabilities

## Leadership’s Vision

## Top 10 Technology Issues

# Closing the Gap

## Recommendation 1

## Recommendation 2

## Recommendation 3

## Recommendation 4

## Recommendation 5

# Conclusions

# Appendices

## Basis of Analysis

[In this section, explain findings in light of the theories and models used in the course, as outlined in Dr. Barker’s class meetings.]

## Technology Inventory

[Include details from Section 4.]

## Top 10 Technology Issues

[Include organizational documentation, if available.]

## Strategic Planning/Visioning Documents

[If Available.]

## IT Budget/Spending Documents

[If Available.]