2019

ICT Portfolio for Foodstuffs

*supermarket in newzealand*

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**Executive Summary**

***Contents***

[1. About the Organisation 4](#_Toc9279438)

[1.1 Vision/Purpose 4](#_Toc9279439)

[1.2 Mission 4](#_Toc9279440)

[1.3 Goals 4](#_Toc9279441)

[1.4 Objectives 4](#_Toc9279442)

[1.5 Values 4](#_Toc9279443)

[1.6 Key Business Functions 4](#_Toc9279444)

[1.7 Organisational Structure 4](#_Toc9279445)

[1.8 Summary 4](#_Toc9279446)

[2. ICT Infrastructure 4](#_Toc9279447)

[2.1 Introduction 4](#_Toc9279450)

[2.2 Hardware 4](#_Toc9279451)

[2.3 Software 4](#_Toc9279452)

[2.4 Current ICT Organisational Structure 4](#_Toc9279453)

[2.5 Summary 4](#_Toc9279454)

[3. Analysis 4](#_Toc9279455)

[3.1 Introduction 4](#_Toc9279457)

[3.2 ICT SWOT Analysis 4](#_Toc9279458)

[3.3 ICT PEST Analysis 4](#_Toc9279459)

[3.4 ICT Balanced Scorecard 4](#_Toc9279460)

[3.5 Gartner Quadrant Analysis 4](#_Toc9279461)

[3.6 Enterprise Architecture 4](#_Toc9279462)

[3.7 Summary 4](#_Toc9279463)

[4. ICT Strategy 4](#_Toc9279464)

[4.1 Introduction 4](#_Toc9279466)

[4.2 ICT Vision, Mission, Overall Goals 4](#_Toc9279467)

[4.3 ICT Strategic Objectives 4](#_Toc9279468)

[4.4 Strategic Detail (Objectives, Goals, Action Plans) 5](#_Toc9279469)

[5. ICT Infrastructure 5](#_Toc9279470)

[5.1 Introduction 5](#_Toc9279472)

[5.2 Proposed ICT Organisational Structure 5](#_Toc9279473)

[6. Description of Individual Roles in the Team 5](#_Toc9279474)

# About the Organisation

* 1. Vi**sion/Purpos**e
  2. Mission
  3. Goals
  4. Objectives
  5. Values
  6. Key Business Functions
  7. Organisational Structure
  8. Summary

# ICT Infrastructure

2. 1. Introduction
   2. Hardware
   3. Software
   4. Current ICT Organisational Structure
   5. Summary

# Analysis

1. 1. Introduction
   2. ICT SWOT Analysis
   3. ICT PEST Analysis
   4. ICT Balanced Scorecard
   5. Gartner Quadrant Analysis
   6. Enterprise Architecture
   7. Summary

# ICT Strategy

1. 1. Introduction
   2. ICT Vision, Mission, Overall Goals
   3. ICT Strategic Objectives
   4. Strategic Detail (Objectives, Goals, Action Plans)

# ICT Infrastructure

1. 1. Introduction
   2. Proposed ICT Organisational Structure

# Description of Individual Roles in the Team

**ICT Strategy Documentation Template**

**Title: ICT Strategic Plan 2018-2023 for [***Company Name***]**

* Introduction
* ICT Vision Statement ( 1 statement)
* ICT Mission Statement (1-2 statements)
* ICT Overall Strategic Goals (1-2 goals)
* ICT Strategic Objectives (3-5 objectives)
* Background and Rationale ( ½ to 1 page description)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Strategic Plan 2018-2023 | | | | | |
| Strategic Objective 1: copy strategic objective 1 from above | | | | | |
| Specific Goals | Action Plan  (What, How) | Key Performance Indicators (KPIs) | Person(s) Responsible (Who) | Budget  (Resource Allocation) | Timeframe  (When) |
| *(Set one or more goals related to Strategic Objective 1)* | *(Set one or more actions that you will do to achieve strategic objective 1 goals)* | *(Write the targets – how do you know/measure whether you have achieved a goal fully or partially)* |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| Strategic Objective 2: copy strategic objective 2 from above | | | | | |
| Specific Goals | Action Plan  (What, How) | Key Performance Indicators (KPIs) | Person(s) Responsible (Who) | Budget  (Resource Allocation) | Timeframe  (When) |
| *(Set one or more goals related to Strategic Objective 2)* | *(Set one or more actions that you will do to achieve strategic objective 2 goals )* | *(Write the targets – how do you know/measure whether you have achieved a goal fully or partially)* |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| Strategic Objective 3: copy strategic objective 3 from above | | | | | |
| Specific Goals | Action Plan  (What, How) | Key Performance Indicators (KPIs) | Person(s) Responsible (Who) | Budget  (Resource Allocation) | Timeframe  (When) |
| *(Set one or more goals related to Strategic Objective 3)* | *(Set one or more actions that you will do to achieve strategic objective 3 goals)* | *(Write the targets – how do you know/measure whether you have achieved a goal fully or partially)* |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**Policy Development Template Guideline for Part B**

* **Policy Header** – Title, an effective date, a revision date,
* **Background**, Brief description of any reasons, history, and intent that led to the creation of the policy, which may be listed as **motivating factors**.
* **Definitions**, providing clear and unambiguous definitions for terms and concepts found in the policy document.
* A **purpose statement** - Outlining the policy goal, desired effect or outcome.
* An **applicability and scope** **statement -** This is used to focus the policy on only the desired targets, and avoid unintended consequences.
* **Overall responsibility** - Responsible for overseeing the policy.
* **Policy statements** - write the specific regulations or requirements.
* **Policy Implementation guidelines –** Outline how each policy statement will be enforced.