Strategy Management Procedure

1. **Purpose**

The objective of this process is to develop an IT Strategic Plan in liaison with the Authority’s relevant Departments which is in line with the Authority-wide Strategy.

1. **Scope**

The procedure starts with the gathered inputs from other departments, stakeholders and projects as per the discussions held internally within the Authority and ends with the IT Strategic Plan for the year.

1. Narrative
2. The IT General Manager receives the Annual Authority-wide Strategic Plan and gains an understanding of all the IT requirements needed to execute the plan.
3. The IT General Manager assesses the status of the Authority’s IT Department by performing a detailed assessment of the following:

* Current environment
* Capabilities
* Performance

1. The relevant Section Manager defines the target IT capabilities based on business requirements and consideration of best practices and emerging technologies. The relevant Section performs an AS-IS analysis of the IT Department. This is in order to understand the current situation and any weaknesses, as well as defining the target IT capabilities based on the Authority’s requirements, consideration of best practices, and emerging technologies.
2. The relevant Section Manager identifies gaps between the current and target environments, followed by designing an approach for IT initiatives for the annual year.
3. The relevant Section Manager proposes an IT strategic plan, capacity plan, and roadmap based on findings from previous steps.
4. The developed IT strategic plan, capacity plan, and roadmap is reviewed and approved as per the Authority’s DoA.
5. **Case A – Yes;** in case the developed IT strategic plan, capacity plan, and roadmap are approved, proceed to step 3.7.
6. **Case B – No;** in case the developed IT strategic plan, capacity plan, and roadmap required changes based on the provided recommendations, return to step 3.5.
7. The IT General Manager communicates the strategic plan and roadmap to the Authority’s other business users.
8. The relevant IT Specialist files all relevant documents for future reference. **Process ends.**
9. **Strategy Management Flowchart**



1. **Definitions**

“Access” is anyone who has the right, opportunity, means of finding, using or retrieving information.

‘‘Agreement” means an agreement or understanding between the Authority and a third party that obliges one or both parties to enter into obligations, including without prejudice to generality, non-binding undertakings such as memoranda of understanding, amendment or modifications of existing contracts or similar documents.

**“The Authority”** means the Real Estate General Authority.

“Asset” refers to the Authority-owned information, systems or hardware that is used in its activities.

“Contract” means an agreement or understanding between the Authority and a third party that obliges one or both parties to enter into legally binding obligations.

“Department” means an individual department within the Authority.

“Enterprise Architecture” means a conceptual document which outlines the baseline and target structure to achieve the current and future objectives of the Authority with the goal of having a unified IT structure.

“Laws and Regulations” means all relevant legislation, laws, regulations and standards.

“Helpdesk” is intended to provide a single point of contact ("SPOC") to meet the communication needs to all employees (IT users).

**“Third party”** is an organisation or person that is not a part of the Authority.