

INFORMATION TECHNOLOGY PLAN REQUIRMENTS

Section A

1. Vision Statement.
2. Objectives & Targets.
3. Detailed Job Description for the department.
4. Feedback on department, your feedback must include the following:
 - a. Positive feedback with recommendations to maintain it.
 - b. Negative feedback with solutions to solve such negatives.
 - c. It must include feedback on members, director, dealing with each technical team and dealing with the other management departments.

Section B

1. SWOT Analysis for your Department.
2. SWOT Analysis for Managerial department 2020.
3. Risk Plan; treating all the weaknesses and threats from the analysis.
Risks of the department, these risks are related to the department not the directors of the department.

Notes:

- This Includes writing all the Risks that the department may face.
 - Then you should write the probability of each risk happening (High, Medium or Low).
 - Then you should write how to avoid this risk to happen.
 - Last, you should write what would be the solution if this risk happened.
4. Selection Process; feedback on the selection process and add any changes.
 5. Criteria of Specialists.

Section C

1. Work relation in details with other administrative departments' during the whole year.
2. Scope Management Plan (What Work Must be Done), it must include:

- a. Work breakdown structure including all the activities that are held during the year including competitions, Recruitment Events, Main Events.
- b. Briefly define the role of department in each activity.

Section D

1. Time Plan must include:

- Milestones of the year.
- Detailed time plan including all activities.
- Briefed time plan including all activities.

Note: You must use the activities that you mentioned in the Scope Management plan to finalize a suitable time line.

2. Internal Management Strategy:

- a. Conducting Meetings.
- b. Distributing Tasks.
- c. Handling Specialists.

3. Investment Plan related to members including both the preparation phase as well as creating future leaders.

4. Motivation & Appreciation Strategy.

5. Documentation Strategy.

- What will the IT head document
- What will the IT department document
- Mention the tools used in the Documentation system

Section E

1. Web Development timeline

2. Training phase plan.

3. Ideas for Systems to be added this year and in the future according to each department's needs and Job Description.

4. How do you gather system and user requirements?

Explain the development Strategy you are going to use in details (Ex: Agile, Incremental...etc.)

5. Ideas for Systems to be developed in this season according to each department needs and job descriptions.

