**Assignment on:**

**ITMGT-520\_Unit4\_IP**

**Submitted by:**

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**CIO Leadership Quality Attributes:**

Based on the CPS case study, the ideal CIO should possess the following leadership qualities

* **Strategic Thinking:** Ability to align Help Desk operations with strategic goals, improve efficiency, and reduce costs (Avolio et al., 2007).
* **Change Management:** Effectively manage the restructuring of Help Desk reporting lines and implement process improvements while minimizing disruption (Kotter, 2012).
* **Communication Skills:** Clearly communicate vision, goals, and changes to Help Desk staff and other stakeholders (Yukl, 2013).
* **Technical Understanding:** Possess enough technical knowledge to understand Help Desk operations and make informed decisions (Brancheau & Greiner, 2005).
* **Team Building:** Foster a collaborative and supportive environment within the Help Desk team (Katzenbach & Smith, 1999).
* **Business Acumen:** Understand the financial and operational challenges faced by the company and leverage IT to address them (Mithas et al., 2012).

**IT RACI Chart:**

| **Task** | **Responsible** | **Accountable** | **Consulted** | **Informed** |
| --- | --- | --- | --- | --- |
| Develop IT staff training plan | IT Training Manager | CIO | Help Desk Manager, Subject Matter Experts | All IT staff |
| Implement IT staff training plan | Help Desk Manager | CIO | Individual trainers | All Help Desk staff |
| Monitor and evaluate training effectiveness | IT Training Manager | CIO | Help Desk Manager, Subject Matter Experts | All IT staff |
| Manage Help Desk operations | Help Desk Manager | CIO | IT Operations Managers, HR | All Help Desk staff |
| Implement dual-monitor setup | IT Infrastructure Manager | CIO | Help Desk Manager | All Help Desk staff |
| Develop and implement policies and procedures | HR Manager | CEO | Department Heads, Legal Counsel | All employees |
| Report on Help Desk performance and KPIs | Help Desk Manager | CIO | IT Operations Managers, Finance | Management & Leadership teams |

**IT Organizational Chart:**



**IT Staff Training Plan:**

**Goal:** Align IT staff skills and knowledge with business goals of improved call response quality and reduced response time.

**Target Audience:** All Help Desk staff.

**Training Methods:**

* **Blended Approach:** Combine e-learning modules, instructor-led training, and on-the-job coaching to cater to different learning styles and provide practical application (Burke & Hutchins, 2006).
* **Needs Assessment:** Conduct pre-training assessments to identify individual and team skill gaps and tailor training accordingly (McClelland & Rog, 2003).
* **Microlearning:** Use short, bite-sized learning modules to improve knowledge retention and engagement (Gupta & Seshadri, 2018).

**Training Focus:**

**IT Technical Skills:**

* **Courses:** Network troubleshooting, specific troubleshooting tools, Help Desk ticketing systems, new software and hardware training, cloud computing fundamentals (Garson & Davis, 2017).
* **Seminars:** Advanced troubleshooting techniques, incident response procedures, automation tools for repetitive tasks.

**Soft Skills:**

* **Courses:** Effective communication, active listening, problem-solving, customer service excellence, conflict resolution, de-escalation techniques (Smith et al., 2018).
* **Seminars:** Building rapport with customers, managing difficult conversations, time management, teamwork and collaboration.

**Adopting a Cybersecurity Mindset:**

* **Courses:** Cybersecurity awareness and best practices, data privacy and protection regulations, secure coding principles (Whitman & Mattord, 2022).
* **Seminars:** Identifying and reporting suspicious activity, incident response simulation exercises, staying up-to-date on emerging threats.

**Evaluation:**

* Pre- and post-training assessments to measure knowledge gain.
* Feedback surveys to gauge training effectiveness and satisfaction.
* Monitoring key performance indicators (KPIs) like call resolution time and customer satisfaction.

**Timeline:**

Develop and implement training plan within 6 months of restructuring.

**IT Operational Plan:**

**Objective:** Improve Help Desk efficiency and effectiveness to support business growth.

**Strategies:**

* **Implement new Help Desk software:** Upgrade to a system with features like advanced ticketing, knowledge base, and self-service options.
* **Hire and train additional Help Desk staff:** Ensure adequate staffing to handle increased workload and maintain service levels.
* **Develop and implement Standard Operating Procedures (SOPs):** Define consistent, repeatable processes for common tasks and incident response.
* **Upgrade network infrastructure and technology:** Optimize network performance and reliability to support efficient troubleshooting.
* **Implement dual-monitor setup:** Enhance multitasking and information display for faster resolution.
* **Establish clear escalation procedures:** Ensure timely involvement of higher-level support for complex issues.
* **Regularly monitor and measure KPIs:** Track performance metrics like call resolution time, first-call resolution rate, and customer satisfaction.
* **Utilize automation:** Automate repetitive tasks like password resets to free up staff time for complex issues.
* **Promote knowledge sharing:** Encourage collaboration and knowledge exchange within the Help Desk team.

**Communication:** Communicate the plan to all stakeholders (Help Desk staff, IT team, management) and obtain buy-in.

**Unit 4 Lessons Learned: Reflecting on the Assignment Journey**

Throughout Unit 4, I've gained valuable insights into the various aspects of IT management through the assigned tasks. Here's a brief reflection on the key takeaways:

**1. IT Personnel: Roles and Attributes:**

* **Diverse roles:** IT comprises workers (specialists, technicians), managers (project managers, team leads), and leaders (CIOs, IT directors), each with unique responsibilities and attributes.
* **Workers:** Possess strong technical skills, problem-solving abilities, and attention to detail.
* **Managers:** Effective communication, leadership, team management, and project coordination skills are crucial.
* **Leaders:** Strategic thinking, vision, change management, and the ability to align IT with organizational goals are essential.

**2. IT Operations and Strategic Goals:**

* **Alignment:** IT operations play a vital role in achieving organizational strategic goals by providing efficient technology infrastructure, services, and support.
* **Structure:** Understanding the organizational structure helps strategize IT services and resource allocation effectively.
* **Collaboration:** Strong collaboration between IT and other departments is critical for effective goal achievement.

**3. Drafting an IT Operational Management Plan:**

* **Objectives:** Clearly define goals, desired outcomes, and performance metrics for the plan.
* **Strategies:** Formulate actionable strategies aligned with objectives, considering factors like budget, resources, and timeline.
* **Communication:** Communicate the plan clearly to all stakeholders, including IT personnel, leadership, and other departments, to ensure buy-in and understanding.

Overall, Unit 4 has emphasized the importance of:

* **Human element:** Understanding the roles, skills, and leadership dynamics within IT personnel.
* **Strategic alignment:** Ensuring IT operations contribute directly to the organization's strategic goals.
* **Planning and execution:** Developing and implementing effective operational plans to achieve desired outcomes.

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