[Insert organisation name/logo]

# ICT PLAN TEMPLATE

**🖌Note\***

The contents included in this template are recommendations only. They can be edited, deleted and added to as deemed necessary by the organisation.

\*Please delete all notes before finalising this document.

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## 1. Governance Principles

**[Insert overview of the ICT governance principles. These relate to the values that underpin decision making on ICT directions and investment and relate to the organisation’s strategic plan, the direction of the organisation’s work and activities as well as the organisational work culture.**

**Examples of governing principles include:**

1. **We embed our strategic outcomes into ICT governance and decision making**
2. **We simplify systems and avoid duplication**
3. **We utilise tools which are fit for purpose, easy to access, use and support**
4. **The ICT plan is reviewed in line with strategic planning cycle].**

## 2. ICT Framework

**[Insert an overview of the ICT framework of your organisation which allows the organisation to evaluate and access ICT needs and identify strategies to address these needs.**

**A frame work example may be:**

**]**

## 3. Risk Management

**[Insert details of risk management strategies linked to the current ICT plan and in line with the ICT and Risk Management Policies. Identifying potential risks can assist in developing the ICT strategies and plans to be detailed in section 6 of this document].**

## 4. ICT Committees

**[Insert details of relevant ICT committee(s). The organisation may have one committee to oversee all ICT related activities or may have a number based on the ICT framework. For example, a committee for Client Information Management may be required].**

## 5. Current ICT Position (gaps, needs, infrastructure)

**[Insert an overview of the gaps and needs of the organisation based on an analysis of the ICT Framework in its current state].**

## 6. ICT strategies and planning

**[Insert an overview of the potential strategies to address the gaps and needs identified in this section. This should include prioritisation based on need, a timeline based on resources available and should identify any staff training that may be required to support implementation].**

## 7. Policies and procedures

**[Insert a list of relevant policies and procedures including identification of sections which will require a review or update following implementation of the proposed ICT strategies].**

## 8. Conculsion

**[Insert an overview of the current state of the organisation’s ICT systems and directions /next steps to be taken, including considerations of any internal or external factors which may have an impact on the ICT plan].**