## IT7723 Overview- Toolkit for IT Professionals – LM5

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Creating a toolkit for your practice as an IT Professional

Being successful in your profession requires you to master and use concepts, tools and methods of IT. This assignment intends to aid you in doing so. You should work on it throughout the course.

Note that you will likely put your toolkit into multiple resources and files. For example a set of PowerPoint slides, word or pdf files for your glossary, annotated bibliography, policy guidelines, etc. If you find it appropriate, you might also experiment with alternative forms, such as a wiki or BLOG, etc. Enjoy!

## Module Objectives- LM5 Create an IT Professional’s Toolkit for Effective IT Strategy, Policy and Governance

The content and learning activities in this module will help you achieve course level objectives 2, 3 and 4 as listed in the syllabus. Specifically, upon completion of this module, you will be able to:

* Analyze business needs and requirements to create and/or curate IT policies, strategies and governance in a systematic and consistent manner to maximize the value of IT to the organization.
* Compile tools and resources used by IT professionals and analyze and evaluate them for use by an IT professional to practice effective IT strategy, policy and governance within appropriate domains of expertise
* Create an effective IT Professional’s Toolkit for delivering effective IT strategy, policy, and governance using industry-accepted IT tools and services and in support of selected and appropriate domains of IT expertise, e.g., security, the web, etc.

## Readings for this assignment:

* Directed and self-selected research readings on the web
* Materials you developed and/or used from prior or current courses, focusing on those from the MSIT
* Prior students’ toolkits (IT7723 was previously IT7833), e.g.,
* Erick Lemon see <https://sites.google.com/site/elemonittookit/>
* Chad Rickerson’s PDF based toolkit from 2016 contained in LM5.

## Task List- Recommended Actions and Deliverables

* Read extensively and deeply in the area of IT Strategy, Policy and Governance
* Read extensively and deeply in your IT subject-matter area, e.g., security or the web
* Compile and organize all your materials and tools you use as an IT professional into your toolkit
* Complete and Submit in a timely fashion All Intermediate Assignment Folders and Deliverables for the A5- IT Professional Toolkit Assignment (Note that all these sub-assignment folders must be submitted on time to maximize your earned A5 points):
* A5.Idea (100 Points) Submit your ideas (add your answers to the questions in the D2L assignment folder file) for your professional toolkit. More detail is better, but not necessary at this time.  Details include what areas of IT you will highlight, how IT strategy, policy and governance will be incorporated into the toolkit, how you will implement the toolkit, etc.  Timeliness of submission and also sharing on the discussion thread earns extra contribution credit and is necessary for an A grade.
* A5.OutlinePlan (100 Points) Submit (add your answers to the questions in the D2L assignment folder file) your topical outline and project plan for your professional toolkit. Also cover how you will store, update, retrieve and render content from it. More detail is better.  Details include what areas of IT you will highlight, how IT strategy, policy and governance will be incorporated into the toolkit, how you will implement the toolkit, etc.  Timeliness of submission and also sharing on the discussion thread earns extra contribution credit and is necessary for an A grade.
* A5.Status (100 Points) Submit (add your answers to the questions in the D2L assignment folder file) your report on the status of progress and anticipated completion of your IT Professional Toolkit. Post any materials that you have drafted and/or outlined. More detail is better. Please include direct connections between your toolkit and IT Strategy, IT Policy and IT Governance. Timeliness and posting to share on the discussion are required for the A and earns extra contribution credit.
* A5.Final (100 Points)
  + Add your answers to the questions in the D2L assignment folder file and submit the saved file
  + Slides covering your IT Professional Perspective Presentation (Submit also separately in A6.Final)
  + Your IT Toolkit (or url to same if a website)
  + README file
  + Any other files or links you deem necessary or valuable