IT7723 IT Strategy, Policy and Governance

Toolkit for IT Professionals – Sub-Assignments for Exercise A5

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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!

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, e.g.,
* Erick Lemon see <https://sites.google.com/site/elemonittookit/>
* Chad Rickerson’s PDF based toolkit from 2016 contained in LM5.

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, healthcare 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

Suggested Topical Outline for Your Toolkit Contents

*PowerPoint Slides* (six to ten at most) describing your perspective on the IT profession. Assignment 1 can aid you. You will also submit the slides separately in Assignment A6. The suggestion is one slide each for:

* Definition of “IT Professional”
* IT Strategy
* IT Policy
* IT Governance
* Summary Discussion and Recommendations
* References

A *glossary and dictionary* describing significant terms, concepts and methods in practicing the profession of IT. Assignments A1 through A4 can aid you. Use our book and your web research as a guide. Don’t forget to cite your references.

An *annotated bibliography* of significant articles and papers that you read about the professional practice of IT. The Cornell University Library does a great job of describing how to do so. <http://guides.library.cornell.edu/annotatedbibliography>. Assignments A1 through A4 can aid you. You should add at least a couple entries each week.

*IT Policy Guidelines* with examples and justification. Following your definition of IT policies from Assignments A1 to A4, you should describe 8 - 15 guidelines for developing policies to create effective and valuable IT services and assets for the organization. Consider adding a spreadsheet that can help quantify the relative value of policies. Assignments A1 through A4 can aid you.

*IT Strategy Guidelines* with examples and justification. Following your definition of IT strategy from Assignments A1 to A4, you should describe 8 - 15 guidelines for developing and aligning IT strategy with organizational strategy to create effective and valuable IT services and assets for the organization. Consider adding a spreadsheet that can help quantify the relative value of strategic approaches. Assignments A1 through A4 can aid you.

*IT Governance Guidelines* with examples and justification. Following your definition of IT governance from Assignments A1 to A4, you should describe 8 - 15 guidelines for developing an IT governance approach and framework to create an effective and valuable IT function for the organization. Consider adding a spreadsheet that can help quantify the relative value of IT governance structures. Assignments A1 through A4 can aid you.

*Your subject matter expertise and appropriate tools*. Include sections that define your area(s) of expertise as an IT professional, e.g., information security, healthcare IT, etc. Also, include tools appropriate to that area or those areas. All assignments can aid you.

*Summary and conclusions* that summarize your professional approach to IT and show how you will create value for the organization as an IT professional. All assignments can aid you.

*Recommendations* for readers and to yourself describing the value of your professional approach to IT and this toolkit as well. All assignments can aid you.

*References and acknowledgements*.

1. Cornell University Library- Tutorial on creating an annotated bibliography. Retrieved from <http://guides.library.cornell.edu/annotatedbibliography> on 03 Jan 2022

With appreciation I acknowledge the willingness of Chad Rickerson and Erick Lemon in sharing their IT professional toolkits.