Your Guide to IT Roadmaps

SMARTFILE

What is an IT Roadmap?

An **IT roadmap** is a guide that outlines an organization's technology initiatives, products, services, and strategies. It details the technology your business is already using, what you will need to implement in the future, and how to upgrade outdated tech systems.

Check out the crucial elements of an **IT roadmap.**

Outline Goals #1

Before you set out to create your IT roadmap, first, you need to outline your organizational goals. Technology should support high-level goals rather than dictate them. Some goals you may consider:

Un-siloed data or data transparency

Reducing manual input

Security

Operational efficiency

1 OUTLINE GOALS

2 GATHER INPUT

3 PRIORITIZING YOUR NEEDS

4 LOGISTICS

5 CHANGE MANGEMENT

Gather Input #2

After establishing your organizational goals, start gathering feedback from various stakeholders about their IT needs.

Besides your own department's leadership and any team members who will be taking the project on, we'd recommend involving the leaders of any teams whose day-to-day activities might be affected by the project or creating the plan itself. The degree to which you involve these other parties will be up to your discretion.

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As a business owner, technology is a must for your success and growth, but it can be hard to know where to start. These will, of course, depend on your situation, but we've put together a solid starting point based on Maslow's Hierarchy of Needs.

You may have heard about Maslow in your Psych 101 course, but if you skipped that day, here's a quick rundown: Abraham Maslow classified needs that must be met before people can think about fulfilling the next. It began with basic needs like food and water and moves all the way up to self-actualization. For example, if you are starving, you probably aren't worried about making friends.

The same thought can be mirrored in your organization's technological needs. There is some cool tech that you simply have to wait to procure before implementing some of the more basic (and maybe boring) tech.

1. Basic function   2. Cybersecurity   3. Connection   4. Automation and productivity   5. Growth

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Logistics #4

After you have determined your goals, gathered input from stakeholders, and established your order of needs, it's time to get down to the logistics. It's very important to have a concrete plan for various technology implementations. Know that things won't always go according to plan, but it's better to adjust a timeline than not have one at all. Some items that you'll want to include in your logistical plan include:

- **Timeline of the initiatives along with milestones**

- **Estimated cost and duration for each project**

- **Owner of each project**

- **Resources and budget**

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Change Management #5

Last but certainly not least, any new IT implantation needs to properly prepare, communicate, and train any employee that will be working with the new technology.

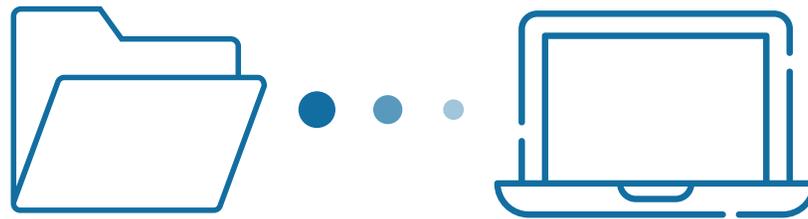**Communication:** The first rule of change management is to communicate early and often.

Formal Training Plan: One of the worst things you can do is simply hand out policies or documentation and expect people to read and implement them on their own. The more relevant you can make your training, the more likely your employees will get and stay engaged.

Advocates: It will be important to tap a couple of ground-level team members as advocates for the new platform. Hearing positive messages from the top and from peers will go a long way in creating buy-in.

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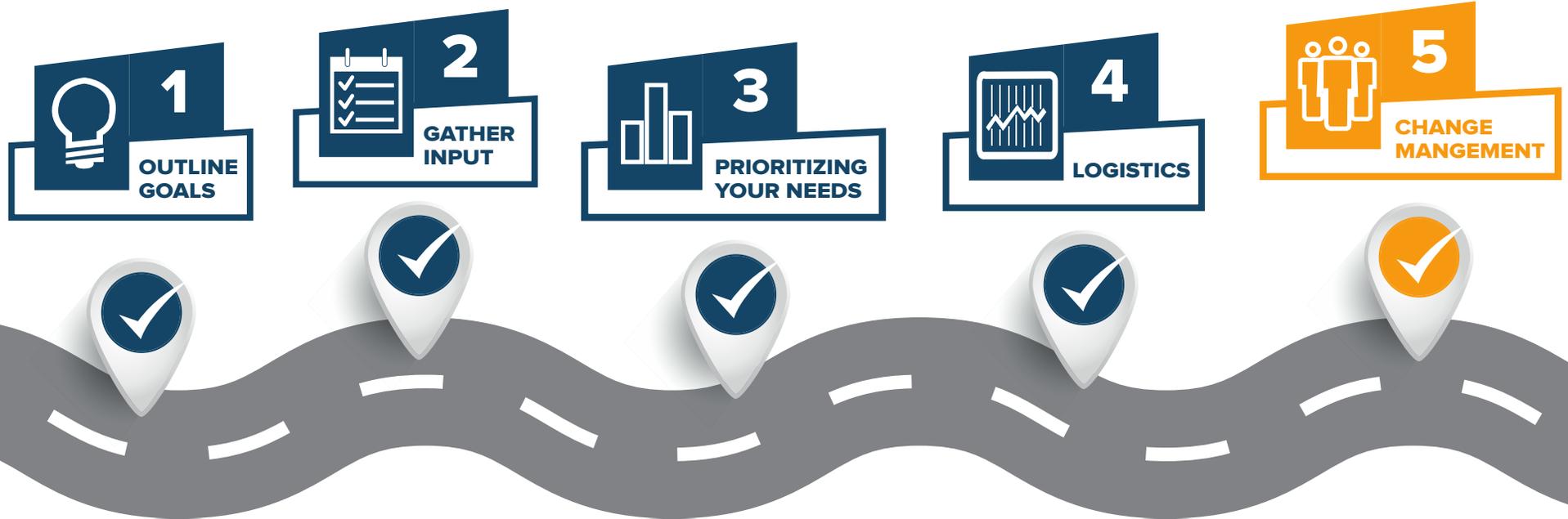
SmartFile is a business file management platform that gives you more control, compliance, and security. By combining the access wanted by users, the management desired by IT, and the compliance required for regulated industries, SmartFile's secure file sharing platform lets users work the way they want while giving control back to IT. It's more than just a file sharing service, it's a better way to work.

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