

E-Guide

# Project Planning Templates for the CIO

Sample project scope and technology roadmap documents

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*Successful IT project planning requires today's technology leaders to document project scope and define a technology roadmap. This e-guide compiles a complimentary collection of downloadable templates, hand-picked by the editors of SearchCIO.com, that serve as a model for success – and that help you fine-tune your short and long-term IT objectives and stay on track throughout all stages of your initiative.*

### Make the most of project scope statements

**Project scope** is the aspect of project planning that involves documenting specific **project goals**, **deliverables**, tasks, costs and deadlines. This documentation is referred to as a *project scope statement*, which acts as a guide that outlines the boundaries of the project, each team member's role and how completed works will be verified.

During the project, a project scope statement helps team members remain focused and on task, while also providing guidelines on making decisions about change requests during the **project lifecycle**. As CIOs know, projects can go off the rails without proper planning – that's where having a proven, effective project scope statement comes into play.

Here, we have compiled a sampling of free **project scope** statement templates to help your organization thrive at project planning. These downloadable examples – offered by a range of organizations from state governments to institutes of higher education – can help CIOs and their teams remain organized throughout both short- and long-term initiatives, helping them reach their business goals.

**SOURCE:** The University of Texas at Arlington

**OFFERING:** A simple example of a **project scope statement**, used to plan deliverables, milestones, technical requirements, limits and exclusions.

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**SOURCE:** University of Minnesota Office of Information Technology

**OFFERING:** A [project scope statement template](#) to help organizations outline the project, business objectives, project milestones and authorizations. This template also includes an extensive project approach guide.

**SOURCE:** CVR/IT Consulting

**OFFERING:** This [sample project scope statement](#) offers companies a template for planning their next major project, emphasizing the need for an executive statement, justification of business value and acceptance criteria for various milestones.

**SOURCE:** Microsoft Corp.

**OFFERING:** This [project scope statement template](#), provided by Microsoft Office, helps organizations define all processes and work required to complete a given project successfully.

## Technology roadmap templates for the CIO

By: Rachel Lebeaux

Where do you see yourself in five years? Ten years? You may not be able to forecast your personal life, but it should be a different story for your organization, and that's where a [technology roadmap](#) comes into play.

Technology roadmaps are designed to align an organization's [technologies](#) and business functions with a [strategic vision](#). By fine-tuning the small details and long-term goals, organizations employing a technology roadmap should strive to clearly describe the direction in which the company is moving -- and an organized IT strategy to make that happen.

SearchCIO-Midmarket has compiled some free [technology roadmap templates](#) and [examples](#) intended to make the CIO's job a little bit easier.

Take advantage of these Web resources and see how business, [governments](#) and universities are harnessing the power of a well-formatted technology roadmap. Keep calm and roadmap on.

**Source:** [International SEPT Program](#)

This detailed technology roadmap handbook takes into account

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organizational capabilities, strategies, long-term forecasts and market trends to better assist CIOs in identifying business opportunities. This handbook also provides advice on analyzing competitors' technology and innovations.

**Source:** [The Albright Strategy Group](#)

This technology roadmap template delineates the steps to forming a full IT vision and plan for achieving results. Each model demonstrates the relationship over time of markets, products and technologies to the goals of the company, whether they're "existing, planned [or] unplanned."

**Source:** [National Aeronautics and Space Administration](#)

We can only imagine how a traditional technology roadmap from NASA would read to the average human. Obviously, NASA took this into consideration and has released a colorful, cartoon-inspired example to show where investments will be made to best empower its human and robotic explorers.

**Source:** [University of Cambridge](#)

If you're still confused over what exactly a [technology roadmap](#) is or what it should accomplish, this PowerPoint download from the University of Cambridge can get you started. This workshop takeaway describes an introduction to the theory and practice of technology roadmapping, discusses the benefits and guides readers through the creation of a flexible roadmap.

**Source:** [City of Ottawa, Canada](#)

This [technology roadmap](#), designed to guide the city of Ottawa from 2013 to

2016, provides a clear example of transparency with citizens. According to the city's CIO in the foreword, the roadmap "responds to the challenge of sustaining and transforming the way municipal government operates." In doing so, it illuminates both the city's long-term goals and the smaller details needed to make all of these ideas possible.



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