

Evaluation of previous planning results		
#1	Information year report	Contains an assessment of all running projects on the aspects time, money and quality in comparison with the project descriptions as decided upon. A good example is the financial year report.
#2	Information management control range	Summarises the claims on budgets and decisions on projects that already have been made. Together with the total budget it shows the range of (financial) planning for information management.
#3	List of current and planned projects	Provides a complete overview of all running and planned projects with risks, benefits and participants.
Setting the scope of planning and selecting objectives		
#4	Set of critical planning objectives	Contains an a set of information objectives that give direction to the content of the outcomes of this planning process. These can be drawn from branche information (benchmarking), from trends analysis and from corporate strategy.
#5	List of targeted planning outcomes	Contains a list of the results that senior management and information management wants to reach during the coming year. Results are selected from all outcomes in Tables 1 to 4. In the simple end, outcomes can consist of a list of running and planned projects. In the complex end, a complete set of strategic information systems planning outcomes can be selected.
#6	Scope for the IS planning process	This outcome elaborates the objectives and outcomes. It is based on an agreement on the ambition level of the planning process. This ambition can be defined for each outcome as characteristics (focus), time (long middle and short) and description level (global, detail).
Selecting participants and adjusting the planning approach		
#7	A matrix with objectives, participants and phases	Assigns responsibility for achieving planning objectives to key managers. Schedules the planning process and assigns people to each planning task (when should a task be done, what should be done, and by whom).
#8	Educational plan	Defines an overview of knowledge and experience that is needed and available in the planning process. Builds a training program for each participant in the planning process. Each outcome can be connected with a special training program.
#9	An informal network of people to be involved	Defines roles for each participant (decide, inform, ask or train). By performing a network analysis, groups of people can be identified that like to work together.
#10	Communication plan	Defines communication mechanisms to be used to communicate plans and to keep the process alive.
#11	Analysis of contingencies	Describes the IT heritage (existing IT structure and the past successes and failures in IT), technology assimilation (the stage of adoption and management of the technologies in use), and the strategic impact of IS (positioning of the organisation in the strategic grid, assessing past and future strategic dependence on IS).
#12	Planning approach and methods	Defines the approach selected to IS planning and explicitly explains how it fits with organisation characteristics described in the analysis of contingencies (#11).