

| Identifying organisational implications | | |
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| #35 | Impact on organisation | Lists organisational implications (both positive and negative) for each proposed project, as seen by users and specialists. |
| #36 | Contingency plan | Identifies changes that can happen in the near future and identifies actions that can/should be taken in individual projects if changes occur. |
| #37 | Human resource plan | Assigns human resources to projects and defines an education plan associated with each. |
| #38 | First drafts of project proposals | For each IS/IT project, a draft project proposal is formulated which describes the business reasons for initiating the project. |
| Defining criteria for decision making | | |
| #39 | A uniform set of selection criteria | Lists the criteria to be used in selecting IS/IT projects, e.g. fit with the organisational objectives and information needs, availability of resources (expertise, time and money) for execution, project costs and benefits. |
| #40 | Weighing of the criteria | If level and importance of criteria differs too much then a weighing of the criteria can be defined. |
| Authorising final decisions | | |
| #41 | The concept of IS/IT portfolio | Describes the IS/IT portfolio with the highest score. Provides a tentative choice that can be communicated to relevant stakeholder groups. |
| #42 | Stakeholder views on IS/IT portfolio | Documents the views expressed by different groups during a group (or bilateral) selection process. Summarises commonly accepted choices as well as controversial issues. |
| #43 | Risk and value analysis | Summarises the risks and benefits of tentative IS/IT portfolio(s) as a whole and lists the projects in terms of risks and benefits/value. |
| #44 | Final IS/IT portfolio | Describes the IS/IT portfolio that has been formally approved by top management. |
| #45 | IS management coordination structure | Assigns responsibility of implementing the different projects and defines how the progress in implementing the plans will be monitored. |