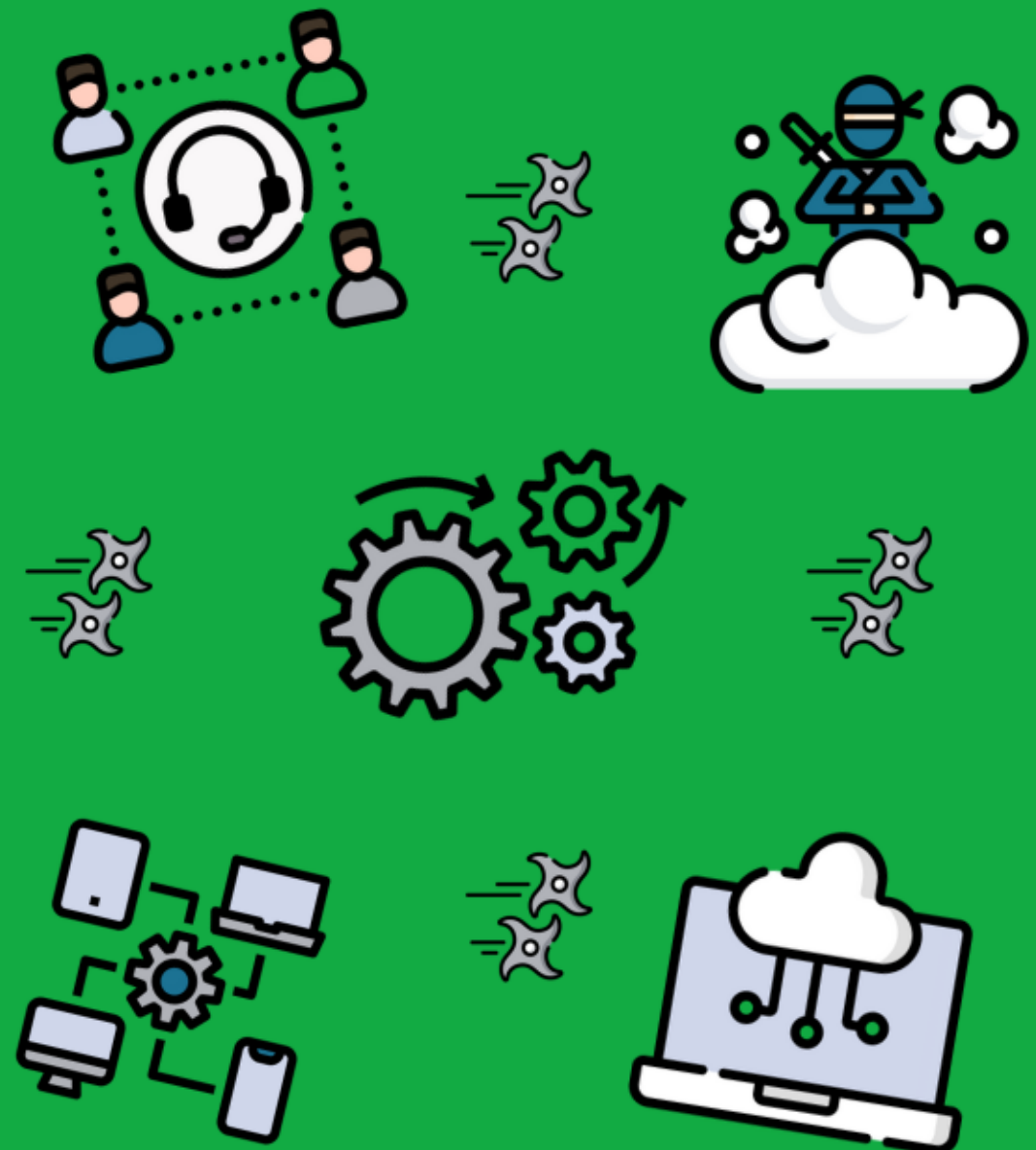


Your IT Systems Integration Roadmap

How to get from where your IT systems
are, to where you want to be.



About Hayachi

At [Hayachi](#), we're passionate about seeing digital transformation projects executed to the highest possible standard. When your business chooses to migrate to cloud computing, or to automate its IT suite for example, it is reasonable to expect a universal uptake among staff members, as well as a good ROI for all the precious time and resources that have been invested. All too often, though, projects such as these can go off the rails if implementation is not properly tracked. At Hayachi, we keep things simple - the right solution, delivered in the right way.



Why use a roadmap?

Just because everyone knows the destination, doesn't mean they know how to get there! A roadmap provides a clear explanation of where you are going - in this case, with your digital transformation. It allows every stakeholder within your organisation to understand the journey and where your business currently stands along the route. Having this simple piece of documentation, which can be understood at a glance, keeps everybody singing from the same sheet. What's more, a roadmap encourages deep-diving into potential pitfalls and obstacles, meaning that they can often be preempted, or prevented altogether.



Where are you now?

The purpose of this roadmap is to identify how your business or organisation could enhance its IT systems.

Whether you are looking to make cost savings, upgrade legacy systems or enable new ways of working with technology, the roadmap could help to make you to turn your dreams into a reality.

On this page, take stock of where you are now with your IT systems.

You could use the scope triangle for inspiration. This illustrates the relationship between three primary forces in a project; Time - representing the **amount of time to deliver the project**, Cost, which represents **project costs and resources**, and Quality, meaning **how closely the project follows the objectives required to be deemed a success**.



In 12 months time...



Within 12 months time, where would you like the project to be? How could we measure the project's success at this stage?

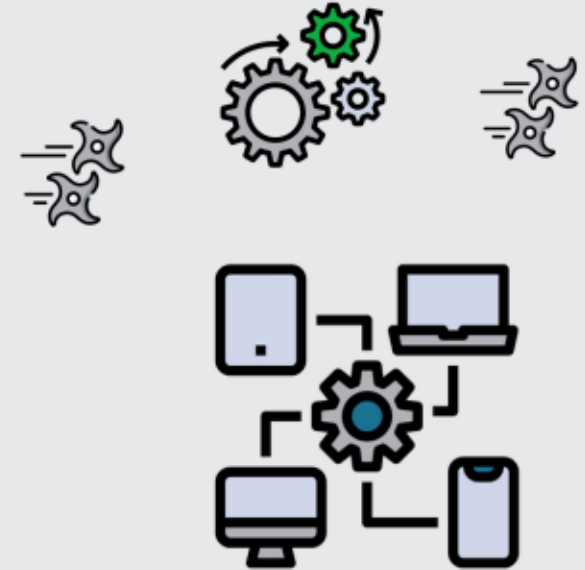
Remember to use **SMART** objectives: **S**pecific, **M**easurable, **A**chievable, **R**elevant and **T**ime-Bound.



In 24 months time...

In 24 months time, where will you be? What new systems or processes will have been implemented? How could we measure the project's success as this stage?

Remember to use **SMART objectives: Specific, Measurable, Achievable, Relevant and Time-Bound.**



The roadmap...

Now it's time to summarise your roadmap for success based on your IT inspirations, implementation plan and measurable objectives!



Now

12 months time

24 months time



Risk Register

Don't get caught out by risks. Taking a risk register is vital for proper project management, as the sooner we identify risks the sooner we can begin action to stop them from becoming an issue! That's why it bears repeating - taking a risk register is VITAL for proper project management!

Check out some of our example risks below for inspiration!



Lack of internal capacity which will impact on the timescales and threaten outcomes.



Project interdependencies are not managed effectively.



Ineffective project planning leads to lack of long term viability of business outputs.



Lack of communication leads to neglect of stakeholders.



Sensitive data associated with the Transformation Programme is not secure.

Your Risk Register

Acceptable risks 

Unacceptable risks 

ESG: Ensuring resilience

Keeping an eye on **environmental, social and governance** (ESG) issues allows you to manage risk and spot opportunities, helping to ensure your business is resilient against external influences.

Factors such as climate change, sustainability, employee rights and corporate governance can have a big impact on the way that you work and how you plan for the future.



Environmental

E.g. reduce electricity use by 15%

Social

E.g. support local communities with technology

Governance

E.g. reduce operational costs by 10% through automation

Return on Investment

Whether you're looking to automate processes to improve efficiency or to reduce system downtime, your project must deliver a return on investment.

It's vital to plan for when you expect to reach **payback on your investment** and what you expect your **ROI** to be **in 1 year** and **5 years** time.



Expected time to reach
payback on your investment



ROI after 1 year



ROI after 5 years

Our IT Ninjas are a phone call away...

Thank you for taking the time to fill out our roadmap and we hope that you now have a clear plan of action to achieve your IT transformation goals!

If you have struggled at any point filling this in, please just [get in touch with the team](#) at Hayachi. We're a friendly team of IT Ninjas that would be happy to guide you through this crucial planning stage.



+44 (0)203 9257 909



customerservices@hayachi.com



[Hayachi Services](#)

Hayachi Services
IT Ninjas: Making IT Work

