

Mapping your story

The foundation of relaying who you are



Topic	The question	Content
Your mission	What change are you making in the world?	• Look at your mission statements, vision and values • Take the key priorities from your most recent strategy, five-year plan • Vital information from your Trustees statement • Include relevant links to key resources
People	How many staff, volunteers, and locations do you have?	• How many are full-time, part-time, which are Trustees or Senior leadership etc • The geographical location of your offices, it's size and which teams reside there • Outline working practices: on-site, remote, or hybrid • An overview any plans for growth or partnerships with other organisations
Current setup	A simple overview of your existing IT (no need for technical diagrams yet)	• The number of PCs, laptops, devices including mobile phones. Include make and model • Outline any BYOD/personal use devices users access work files and servers with • List networks, WiFi, on-site and cloud server usage • Remember to outline third part applications you rely on as an organisation • Any new technologies you are starting to use or wish to implement
Goals and current strategy	Where would you like to be in a couple of years? What priorities and purpose are the Board of Trustees working towards?	• Relate these to your IT plans • Outline how these impact the choice of IT Partner • What issues or challenges are you facing that technology and the right IT Support can help you address