

How to Get Started?



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1. Do you have an idea for a new initiative or a business request and wonder how to begin? It's simple!

1. **Discuss Your Idea:**
Start by sharing your idea with your IT Leadership Team (IT LT) to see if there's interest in investing in it.
2. **Download and Upload the Initiative Folder:**
Download the initiative folder ([here](#)) and upload it to your [Shared Drive](#) (for instructions, click [here](#)). This folder contains all the templates required by the Guardians, including the One-Pager deck.
3. **Request a Slot at the Guardians Meeting:**
If your IT LT supports your idea, request a 15-minute slot at the [Guardians Meeting](#), which takes place **every Monday from 2:00 pm to 3:30 pm CET (Brussels time)**. You can request a slot by contacting the Portfolio team: [Tomas Kempynck](#) and [Mégane Junqueira](#).
4. **Prepare Your Pitch:**
To present your idea, use our [One-Pager Templates \(Deck\)](#) and complete the One-Pager Envision. This will help you clearly communicate your proposal.
5. **Guardians' Decision:**
If the Guardians agree to invest in your initiative, you can then move forward with the process.

For a comprehensive overview, please refer to our [Portfolio Process Presentation](#). If you have any questions or need further guidance, feel free to schedule a meeting with [Mégane Junqueira](#) from the Portfolio Team—she will be happy to guide you through the process.

Also, check the two guides for [Preparing Deliver Step by Step \(Envision, Strategize & Plan\)](#) and [Execution Step by Step \(Deliver & Rollout\)](#). They will help you understand what needs to be done in each phase of the Portfolio Process.

2. Annual Planning Process

Typically, by the end of the previous year (from July to early September), you and your **IT LT & Business partners should identify the initiatives** you want to pursue.

During this phase:

- Conduct your Budget Exercise (estimate the required budget for each initiative) so we can request funding from Finance.
- Develop and prioritize your Roadmaps in collaboration with IT LT and Business.

- Once finalized, these Roadmaps are presented to the Guardians for collective validation.

2.1. Note:

Starting in 2026, all initiatives will be validated together during the Guardians session. For 2025, however, you will still need to present the One-Pager Envision at the Guardians. After validation, you'll only need to submit the One-Pager Envision (no presentation required), and for the Guardians, you'll present the One-Pager Strategize (since Envision has already been approved).

2.2. Exceptions:

If a new, high-priority initiative arises and your IT LT is willing to invest, you can request an exception and present the One-Pager Envision as the first step.

For any questions or further assistance, feel free to contact the Portfolio Team:

- [Tomas Kempynck](#)
- [Simon Mertens](#)
- [Mégane Junqueira](#)

3. Want to Contribute to Our Success?

Share Your Feedback on the Portfolio Process!



OR



- [IT Portfolio Team](#)
- [IT Guardians](#)
- [Guardians Meeting Info](#)
- [Guardians Meeting Minutes](#)
- [Guardians](#)
- [Jira Portfolio Management Tool \(Portfolio Board\)](#)
- [Jira Portfolio Tool - Training & User Guide](#)
- [Portfolio Templates & Tools](#)

- [Actuals Dashboard by Initiative](#)
- [Actuals Dashboard by Domain](#)
- [Workload & Cost](#)
- [Business case template](#)

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