

# 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

- 2025 IT Portfolio
- Portfolio Process + One-Pagers
- Portfolio Training

IT Council Decisions

IT counterparts

Our ongoing initiatives

**Want to Contribute to Portfolio Success?**

**Share Your Feedback**