

IT Portfolio Process Intro



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- Want to Contribute to Portfolio Success?
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IT Portfolio Process

Our current Portfolio Process, which is active since October 2024, have **two different flows**, based on the type of request:

- **IT Initiative:** Following the standard Guardians Validation Process, online review including FIVE PHASES - *Envision, Strategize, Plan, Deliver & Roll-Out*.
- **IT Friendly Request (for Small Software Purchases & Licenses Extensions):** Following a faster lane (*10 working days*), where the **IT Counterpart (Product Manager)** will simply need to complete our **IT Friendly Request** (a questionnaire). This process can only be used to request a Stand-Alone Application (Small Softwares) or Licenses Extension for NON-IT Managed Solutions.

Discover more about the two different flows in the presentation below. On the following 2 slide you will find more about the (2) GUARDIANS & their activities and (3) how do we try to Keep the House Clean

All essential links are conveniently included within the slides for easy access. Click through to discover more!

Portfolio Team:

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

1. What is an IT Initiative?

IT Initiatives are all the Initiatives, except those which classifies as **Small Software Purchases & Licenses Extensions** and **Change Requests** (for these initiatives, there is a specify bucket of money, no process is required). All the rest is classify as **IT Initiative** and needs to follow the Standard Guardians Validation Process, presented above.

These Initiatives often have a **significant value & impact on the organization** and must be **presented to the Guardians** at the [Guardians Meeting](#), which takes place every Monday from 2:00 PM to 3:30 PM (Belgium time zone).

IT Portfolio Process in a Nutshell

Within Syensqo we are **creating a culture to explore & drive innovation!**

Explore our current Portfolio Management Process for IT Initiatives in the presentation below.

All essential links are conveniently included within the slides for easy access. Click through to discover more!

IT Portfolio Process - Step by Step

Here you will find a more detailed, step by step, Portfolio Process. Our Portfolio Process includes **five phases**: *Envision, Strategize, Plan, Deliver and Roll-Out*.

- [Slide 1: Envision, Strategize, Plan, Deliver](#)
- [Slide 2: Roll-Out](#)

All essential links are conveniently included within the slides for easy access. Click through to discover more!

Need more details? Please check more Materials created for you on the Portfolio Process:

- [2. Preparing for Deliver | Step by step \[Envision, Strategize & Plan\]](#)
- [2.1. How to fill out the One Pagers \[Envision, Strategize & Plan\]](#)
- [3. Execution | Step by step \[Deliver & Rollout\]](#)
- [3.1. How to fill out the One Pager? \[Roll-out\]](#)

One-Pagers Templates

Explore our One-Pagers Templates

All essential links are conveniently included within the slides for easy access. Click through to discover more!

Other Templates & Tools

Explore our Portfolio Templates & Tools

All essential links are conveniently included within the slides for easy access. Click through to discover more!

1.2. Guardians Meetings - Find more about all the decisions taken during the past Meetings!

Guardians Weekly Meeting Minutes

2. What is an IT Friendly Request?

IT Friendly Request is our process for **Small Software Purchases & Licenses Extensions**, a **streamlined questionnaire** designed to make your **life easier** and your **workflow smoother**. No more jumping through hoops - just a simple, efficient way to **get things done**.

By filling in the [IT Friendly Request](#) you will **INFORM IT** about your request and ensure that **YOUR ORGANIZATION IS SAFE** and you receive all the **SUPPORT** needed on your initiative. We promise you **FEEDBACK WITHIN 10 WORKING DAYS!**

KEEP IN MIND: **NO CHANGE REQUESTS NOR EVOLUTIVE MAINTENANCE** CAN BE REQUESTED HERE! Also, [only the IT Counterpart](#) - such as the IT Product Manager or an approved delegate - can submit an IT Friendly Request.

2.1. When & Who Can Submit An IT Friendly Request?

WHO

Your IT Counterpart

WHAT

Smalls Stand-alone Softwares
License Extensions

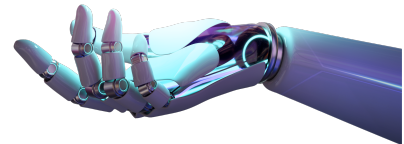
*(Without Compliance & Cybersecurity Risks
and NO Infra Changes or New Interfaces)*

WHY

Foster IT Security
Enhance Application Support
Promote Transparency
Strengthen Communication
IT Architecture & Strategy
Alignment

WHAT WE OFFER

A Faster & Simpler way to request your Solutions/Applications
Feedback in 10 Working Days
Better Support from the IT Organization

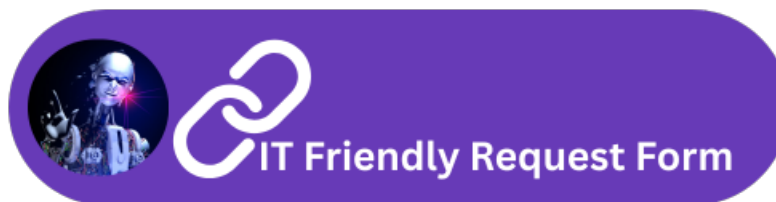


2.2. Ready to dive in?

Explore the **IT Friendly Request**, the Portfolio Process for *Small Software Purchases & Licenses Extensions* in the presentation below.

All essential links are conveniently included within the slides for easy access. Click through to discover more!

(Slide 11 - Requester Journey)




(Click to access the IT Friendly Request Form)

Our IoM & ToM for Shadow IT

Local apps - Focus on existing ones at separation

	Solvay (As is)	IOM (at separation)	TOM / New ones
Run	By business/Local IT	By business/Local IT	IT
Finance	Business budget	Business Budget	IT budget



- IT to
 - List all applications
 - Identify the business owner
 - Ask business owner if existing contract
 - Ask business owner if needs to be supported for separation
 - Ask business owner to take in charge test
- IT not accountable to run them. In case of issues, up to the business

- For new request, New fast process in place to capture demand and ensure Cyber, architecture, Procurement, Finance check
- For the clone ones coming from separation, a specific project will be set up to "clean"



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](#)

- [Portfolio Process + One-Pagers](#)
- [Portfolio Training](#)

[IT Council Decisions](#)

[IT counterparts](#)

[Our ongoing initiatives](#)

[IT Syensqo Glossary](#)

Want to Contribute to Portfolio Success?

Share Your Feedback