

# IT Portfolio Process Intro



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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

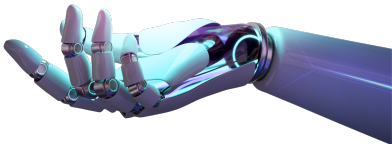
*(Without Compliance & Cybersecurity Risks  
and NO Infra Changes or New Interfaces)*

**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

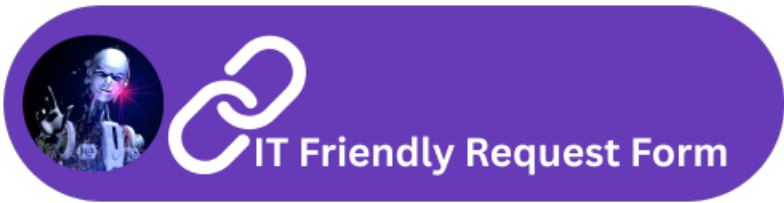


2.2. Ready to dive in?

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](#)**