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# Executive Summary

<<< Describe the executive summary>>>

# Vision and Mission

<<< Describe the Vision and Mission of APM >>>

# Business Context and Drivers

<<< Describe specific Business Drivers in the overall context of the industry and sector in which the service provider operates. Detail key details of the past performance of the business, IT’s contribution to the same and future outlook and future imperatives. Deliberate significant shift in trends and other external factors influencing the future direction of the company and explain how APM can address the same. >>>

# Application Portfolio Objectives

<<< List the specific objectives of IT department, the timeframe to achieve those and the means. Detail the expectations of key stakeholders and partners and the critical areas of success to achieve these. >>>

# Identifying applications

<<< All applications in the IT department will be identified with the name, implementation date, purpose, application type, application owner and costs involved.>>>

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| S.  no | Application name | Date implemented | Manufacturer | Purpose | Application type (Packaged software/ Custom software/ Vendor implementation) | Application owner | Cost |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

# Classification of applications

<<< All applications in the IT department will be identified with the name, type, criticality, classification, associated business process, relationship with other business processes>>>

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| S.  no | Application name | Type  (Customer support, Inventory management, ITSM, Logistics) | Criticality  (High/ Medium/ Low) | Classification  (Internal/ Sensitive/ Highly sensitive) | Relationship with other business processes |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

# Application portfolio assessment

<<< All applications in the IT department will be identified with the name, type, criticality, classification, associated business process, relationship with other business processes>>>

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Application name | Priority | Status | Budget | Risk | Application owner |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Application name | Indicator | App weight | Normalized value | Indicator score (1-5) |
| App A | Cost | 100 | 10 | 3 |
| App B | Coat | 10 | 10 | 2 |

# Opportunities to Improve Services

<<< For each application describe current capabilities in aspects like Technology, Processes, Architecture, etc.>>>

|  |  |  |
| --- | --- | --- |
| Application name | Assessment of current application | Potential Improvements |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

<<< For each outcome with gaps identify potential enhancements to existing applications and new applications >>>

|  |  |  |
| --- | --- | --- |
| IT Outcomes | Potential Enhancements/ New Services | Potential impact to IT Outcomes  (High, Medium, Low) |
|  |  |  |
|  |  |  |

<<< Recommendations to Enhance the Service Portfolio to address business needs and achieve necessary IT Outcomes >>>

|  |  |  |  |
| --- | --- | --- | --- |
| Service Area | Opportunities in near future | Proposed key actions/ next steps | Potential Investments required |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# Initiatives

<<< For each initiative provide the following description. Describe the following in detail. >>>

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Initiative |  | | | |
| Description |  | | | |
| Application Area |  | | | |
| Category (Critical, Medium, Non Critical) |  | | | |
| Objectives | | | | |
|  | | | | |
| Contribution to key Outcomes | | | Existing Arrangements | |
|  | | |  | |
| Recommendations | | | | |
| Minimum | | Desirable | | Optional |
|  | |  | |  |
| Assumptions and Dependencies | | | Critical Success Factors | |
|  | | |  | |

# Application Plans and Business Case

<<< Describe the business case and the commercial appraisal for all the application initiatives >>>

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Initiative |  | | | | |
| Description |  | | | | |
| Potential Benefits | | | Risks | | |
|  | | |  | | |
| Potential Benefits | Aggressive | | Realistic | | Conservative |
| Financial |  | |  | |  |
| Business Benefit 1 |  | |  | |  |
| Business Benefit 2 |  | |  | |  |
| Business Benefit N |  | |  | |  |
| Risk | | Description, Impact and Probability of occurrence | | Potential Remedy | |
|  | |  | |  | |
| Investments Required | | | | | |
|  | | | | | |
| ROI | Total Cost of Ownership | | Payback Period | | IRR (Internal Rate of Return) |
|  |  | |  | |  |
|  |  | |  | |  |
| Key Performance Indicators | | | | | |
| Business Sponsor | IT Sponsor | | Application Owner | | Sourcing Option |
|  |  | |  | |  |

# Performance Goals and Objectives

<<< List down all the key performance goals and objectives spanning across all applications provided by IT to business, including those ones which are being transitioned into the live environment. >>>

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Benefit Areas | Strategic Objectives of IT | Key Performance Indicators | | Target | Owner |
| Lag Indicators | Lead Indicators |
| Financial |  |  |  |  |  |
| Area 2 |  |  |  |  |  |
| Area 3 |  |  |  |  |  |

# Appenndix

<<<Insert here anything you may like to attach to support the document.>>>

**Introduction to Application portfolio management**

Application portfolio management is discipline that provides an understanding of the applications, technologies and their interrelationships enabling to make decisions on investing, identifying redundancies, and decrease budgetary costs.

APM discipline provides a holistic view of applications helping you to decide whether to invest, sustain, replace, modernize or upgrade based on the business need aligned towards the organization goal.

The objective of application portfolio management is to identify applications which are performing well, which have good return on investment, which are involving in huge maintenance costs, and which the duplicate and outdated applications.

**Application portfolio management process description**

Application portfolio management subprocesses can be defined as:

**Identify the applications**

This phase is about identifying all the applications available in the organization from different information sources, its software model, make, its associated business process, business objectives, etc.

**Classification**

In this phase applications are classified based on their business functions as it will help the organization to track and compare the applications. It would also enable to identify relationships and redundancies between the applications more easily.

Here applications in scope are identified, which will be considered as opportunities.

**Assessment**

In this phase applications are tangibly defined, assessment criteria is defined, architectural impact and dependency analysis is performed, gaps are identified, and assessed by gathering metrics such as cost, usage, risk, and quality. Accordingly, application information is scored and ranked.

**Analysis**

In this phase, applications are analyzed, value versus risk, cost, and time assessment is performed and accordingly decision is made if the applications should be upgraded, replaced, consolidated, or returned.

**Opportunity identification**

Identify a prioritized set of application opportunities that can provide high value and address key business objectives.

**Plan**

In this phase a comprehensive understanding of the application portfolio is made to decide where to focus, what is the business demand, what are the costs, and accordingly a roadmap is built consolidating the business decisions.