



IT BUDGETING WORKBOOK






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01

INTRODUCTION

PURPOSE OF THE WORKBOOK

- **What It Does:** This workbook is designed to help you plan, organize, and optimize your IT budget, ensuring that your resources are used effectively to support your business objectives.
- **Why It Matters:** Proper IT budgeting prevents overspending, aligns IT investments with strategic goals, and prepares your organization for future challenges.



02

CURRENT IT SPEND ANALYSIS

IT BUDGET OVERVIEW

Question 1

How did your IT spending this year compare to the previous year's budget?

Question 2

What are your top three IT priorities for the upcoming year, and how do they align with your overall business goals?

Question 3

Which areas of your IT budget experienced the most unexpected costs this year?

Question 4

What percentage of your IT budget is currently allocated to maintenance versus new initiatives?

IT BUDGET OVERVIEW

Question 1

What are the projected costs for new hardware and software acquisitions this year?



Question 2

How much are you budgeting for the maintenance and upgrades of your existing IT infrastructure?



Question 3

What are the estimated costs associated with your current cloud services?



Question 4

Are there any potential cost savings opportunities in your IT infrastructure, such as optimizing or consolidating resources?



IT BUDGET OVERVIEW

Question 1

What are the total costs associated with your managed IT services, and are they delivering the expected value?

Question 2

Which third-party vendors are critical to your IT operations, and what are the associated costs?

Question 3

How much are you investing in your in-house IT team, including salaries, benefits, and ongoing training?

Question 4

Are there any gaps in your current IT services and support that could lead to operational risks or inefficiencies?

IT BUDGET OVERVIEW

Question 1

What are the projected costs for the cybersecurity tools and software you currently use?



Question 2

How much are you budgeting for compliance with regulations and regular security audits?



Question 3

What is your planned budget for incident response and recovery in case of a cybersecurity breach?



Question 4

Are there areas in your cybersecurity strategy that might require increased funding to mitigate emerging threats?



IT BUDGET OVERVIEW

Question 1

What are the total costs for your current internet and networking services?



Question 2

How much are you spending on telecommunication tools, including phone systems and VoIP services?



Question 3

What is your budget for collaboration tools like video conferencing and team communication platforms?



Question 4

Are there any upcoming upgrades or expansions needed for your network infrastructure?



IT BUDGET OVERVIEW

Question 1

What are the estimated costs for the IT projects you have planned for the upcoming year?

Question 2

How do you plan to justify the budget allocation for each IT project in terms of ROI and business impact?

Question 3

What percentage of your IT budget is set aside for unforeseen project expenses or overruns?

Question 4

Are there any high-impact projects that might require additional funding beyond the initial estimates?

IT BUDGET OVERVIEW

Question 1

What is your budget for IT staff training programs, including certifications and skill development?



Question 2

How much are you allocating for end-user training to ensure effective adoption of new systems and software?



Question 3

What is your investment in IT leadership development programs?



Question 4

Is your budget for training and development flexible enough to accommodate emerging needs or unexpected skill gaps?



IT BUDGET OVERVIEW

Question 1

What are the company's growth projections, and how will this impact IT needs?



Question 2

How will IT infrastructure scale with company growth, and how flexible is the budget for unexpected changes?



Question 3

What new initiatives in other departments will require IT support, and how should the IT budget be adjusted?



Question 4

How does the IT budget align with the company's strategic goals, and what metrics will be used to measure its effectiveness?



03

IT BUDGET FORECAST

In this section, you'll project your IT budget needs for the next 3-5 years, taking into account your organization's growth plans and potential changes in technology.

Question 1:

What are your projected IT budget needs for the next 3-5 years, and how do they align with your organization's growth plans?

Question 2:

What key assumptions and risks have you identified that could impact your future IT budget?

Question 3:

How do your best-case, worst-case, and most likely budget scenarios differ, and what is your strategy for managing these variations?

04

BUDGET REVIEW & APPROVAL PROCESS

This section outlines the process for reviewing, approving, and tracking your IT budget. It ensures that all stakeholders are involved, feedback is incorporated, and the final budget is signed off efficiently.

Question 1:

What is your process for reviewing the IT budget with key stakeholders, and how do you ensure that all relevant feedback is considered?

Question 2:

Who needs to approve the final IT budget, and what is the workflow for obtaining these approvals?

Question 3:

How will you monitor and track the IT budget throughout the year, and what process is in place for making adjustments if needed?

05

BUDGETING CHECKLIST

This checklist is designed to guide you through the entire IT budgeting process, from planning and prioritizing key expenses to executing and reviewing your budget. It ensures that your budget aligns with business goals, captures all necessary costs, and includes stakeholder involvement for a comprehensive and effective financial plan.



Did you compare this year's IT spending with the previous year's budget?



Have you detailed the costs and value of your managed IT services?



Have you identified your top three IT priorities for the upcoming year?



Have you accounted for all cybersecurity tools and software costs?



Have you listed all hardware and software expenses for the year?



Have you identified and budgeted for IT staff training needs?



Did you account for maintenance contracts and planned upgrades?



Is there a budget for compliance and regular security audits?



Are cloud service costs projected and aligned with your growth plans?



Are the costs for planned IT projects estimated and prioritized?



Have you projected IT budget needs for the next 3-5 years?



Is there a clear process for reviewing the budget with stakeholders?

06 SUMMARY

That's a wrap on your IT budgeting journey! A solid IT budget keeps your tech investments aligned with your company's goals. By planning, tracking, and optimizing, you'll stay on track and make sure your budget hits the mark.

Here's the scoop:

- **Plan Smart:** Set your goals, estimate costs, and prioritize.
- **Keep Tabs:** Monitor spending, catch discrepancies, and adjust as needed.
- **Optimize:** Find ways to save, explore alternatives, and reallocate resources.

Stay flexible and proactive for the best results. **If you need help fine-tuning your budget, reach out to Dataprise at 1.888.519.8111 for a consultation.**

We're here to help you maximize your IT investments.





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