ITEO

30-DAY QUICK-START GUIDE

Quick wins, a scoring rubric, a ready-to-run forum agenda, and a starter cadence — to turn the book into motion.

presented by

AGILE TECH ADVISORS

DIRECTING STRATEGY. OPTIMIZING ECOSYSTEMS.

ITEO 30-Day Quick-Start

Quick wins, a scoring rubric, a ready-to-run forum agenda, and a starter cadence - to turn the book into motion.

You have read the book. This guide is where you begin. It distills the action steps into a single month of deliberate moves your leadership team can make together — enough to create real momentum without waiting for a transformation program. Work it with your team, not alone. The goal of month one is a baseline, a shared language, and one early win.

Three quick wins in 30 days

1. Baseline the four pillars.

Use the ITEO Self-Assessment to rate Governance, Leadership Alignment, Infrastructure & Vendor Optimization, and Performance Metrics. This is your starting point — capture it before you change anything.

2. Convene a Leadership Alignment Forum or Review.

Get IT and business leaders in one room — call it a forum or simply a review, whatever fits your culture. Put the pillar scores on the table. The aim is shared awareness, not blame — pay attention to where perceptions diverge.

3. Map current IT work to the four pillars.

List active projects against the pillars. End or merge low-value work that no pillar can justify and that has no business sponsor.

THE FOURTH MOVE: SCORE, ASSIGN, AND REVIEW

Score each pillar from 1 to 5 on a single shared grid (next page). Your lowest score is your priority for the quarter — assign it an owner and review it at every leadership meeting. One pillar at a time builds momentum; a win on the weakest pillar earns the credibility to tackle the next.

Activity is not impact. Dashboards are not outcomes.

Score honestly. The lowest number is not a weakness to hide from your board — it is your roadmap.

Score Your Four Pillars

Use the same 1-5 rubric for every pillar. Lowest score sets your priority for the quarter.

The scoring rubric — score every pillar the same way

1 **Informal and inconsistent**. No clear owner. It happens by habit or not at all.

3 **Documented, but used inconsistently.** An owner exists on paper; practice varies.

5 **Owned, reviewed, and measured** — and actually used to make decisions.

Scores of 2 and 4 sit between these anchors. Score what is true today, not what the org chart says.

Pillar	Score (1-5)	Owner	Notes / current state
EXAMPLE — how a completed row looks Governance	2	A. Rivera (COO)	Intake exists but is bypassed under pressure; no standing review.
Governance Who sets priorities today? Are the paths clear?			
Leadership Alignment Are IT and business KPIs on the same dashboard??			
Infrastructure & Vendor Optimization Where are you paying twice?			
Performance Metrics What is the one number that proves IT is helping the business win?			

This quarter's priority pillar (your lowest score): ____________________

Assign it an owner above and review it at every leadership meeting until the score moves.

Run the Leadership Alignment Forum

Quick wins, a scoring rubric, a ready-to-run forum agenda, and a starter cadence - to turn the book into motion.

This is the meeting that turns four scores into a decision. Invite IT and business leaders together. Keep it to under an hour. The goal is not to debate every pillar — it is to agree on the weakest one and who owns it.

The agenda (50 minutes)

5 min — **Why we are here**
Frame the session: one governed system, not a pile of projects. No blame — shared awareness.

10 min — **Compare pillar scores**
Each leader shares their scores. Capture them side by side where everyone can see

10 min — **Identify divergence**
Where do perceptions differ most? Divergence is data — it shows where the system is unclear.

10 min — **Select the weakest pillar**
Agree on the single lowest-scoring pillar as this quarter’s priority.

10 min — **Assign owner and decision cadence**
Name one accountable owner. Decide how often it is reviewed and at which meeting.

5 min — **Confirm one decision**
Commit to one concrete move: stop, merge, or review. Write it in the decision log below.

Minimum viable decision log

Start logging decisions from day one. Five fields are enough — capture them and nothing more:

Decision	Owner	Date	Evidence used	Next review

Your First 30 Days, Week by Week

A starter cadence.

Keep it light, keep it shared, and log every decision.

Week 1

Baseline & convene

- ☐ Take the ITEO Self-Assessment Scorecard and capture your four pillar scores.
- ☐ Schedule the Leadership Alignment Forum with IT and business leaders.
- ☐ Start a simple decision log — every governance decision gets an owner and a date.

Week 2

See the system

- ☐ List active IT projects and map each to a pillar.
- ☐ Flag any project with no business sponsor or no pillar it serves.
- ☐ Begin a vendor inventory; note any contract without a clear owner.

Week 3

Decide & assign

- ☐ Hold the Alignment Forum. Compare scores; discuss where perceptions diverge.
- ☐ Pick the lowest-scoring pillar as this quarter's priority and assign an owner.
- ☐ End or merge one low-value project. Celebrate it as the first win.

Week 4

Set the rhythm

- ☐ Put the priority pillar on the agenda of every leadership meeting.
- ☐ Define the one cadence ritual you will keep (e.g., a standing monthly review).
- ☐ Re-confirm owners for the priority pillar and any flagged vendors.

Do not do this yet

The instinct in month one is to act big. Resist it. These moves feel like progress but skip the foundation— and the foundation is what makes them work later. In the first 30 days, do not:

- X | Buy a new tool. A new platform on an ungoverned system just adds another node to untangle.
- X | Launch a transformation program. Big programs need a baseline and ownership first, or they drift.
- X | Reorganize IT. Moving boxes on the org chart does not fix unclear decision rights.
- X | Start with dashboards. Metrics without owners and rhythm measure activity, not outcomes.

| **First, establish ownership, visibility, and decision rhythm. Everything else compounds from there.**

What to Expect — and What to Do Next

The first 90 days, a quick self-test, and the leadership conversation to have before your next major IT spend.

What to expect in the first 90 days

Expect friction early as leaders begin scoring the pillars and putting decision rights on the table. Some projects will pause when they cannot show a sponsor or a pillar. By the second month, joint KPI reviews begin to shift the conversation and decisions accelerate. By the end of three months you should see at least one concrete result — a contract consolidated, a redundant tool retired, or a metric reframed from activity to outcome. Resistance is not the problem; silence is. Objections tell you where to start.

Quick self-test

If you answer "no" to more than two of these, your IT ecosystem is running you, not the other way around:

- ☐ Does every IT project have a business sponsor who owns the results?
- ☐ Are IT and business leaders reviewing the same KPIs?
- ☐ Can you name every platform, tool, and contract you pay for?
- ☐ Have you retired a redundant vendor or tool in the past year?
- ☐ Do your metrics measure customer and financial outcomes, not just activity?

Before you approve another major IT spend

If your lowest pillar scored below 3, use your Scorecard results to start a leadership conversation before signing off on the next big technology investment. A weak pillar is where that spend will leak value — fix the foundation first, then invest with confidence.

Baseline, track, and recalibrate at ITEObook.com.

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