



# DIGITAL LANDSCAPE MAPPING

## THE DIGITALISATION JOURNEY AND ITS CONSEQUENCES

Digital tools are becoming more and more specialised and as a result the complexity of the digital landscape is increasing. When we engage people in conversations regarding digitalisation, the most common question we get is: “When to use what?”.

Inability to provide satisfying answers to which tools to use, for what purpose, and when to use them leads to two primary risks to your organisation. Shadow IT and Unused and duplicate licenses.

### SHADOW IT

Shadow IT refers to digital tools that are used in the organisation but are not sanctioned nor managed by the IT department. These tools can create major problems with security and traceability. Shadow IT is often the result of emerging employee needs of getting different tasks performed, but they feel that the sanctioned IT tools do not support the task or are not sufficiently user-friendly for their purpose.

### UNUSED AND DUPLICATE LICENSES

Paying expensive licenses for tools that are not used is also very common. One reason for unused licenses is often shadow IT. Employees are not using the tools provided, but instead use other tools that better fit their needs. Another reason is that you might have several tools that fully or partially fulfill the same purpose. Employees who are supposed to use the tools simply does not know the existence or reason for the tools provided.

### MAPPING THE DIGITAL LANDSCAPE

An uncontrolled digital landscape can lead to major security vulnerabilities, impair traceability and can result in your company throwing money down the drain.

By mapping the digital landscape, the risks are minimised, and the workday becomes more fun and less stressful as everyone knows when to use which tool.



**"WHEN TO USE WHAT?"**

## ANALYSIS OF THE CURRENT SITUATION

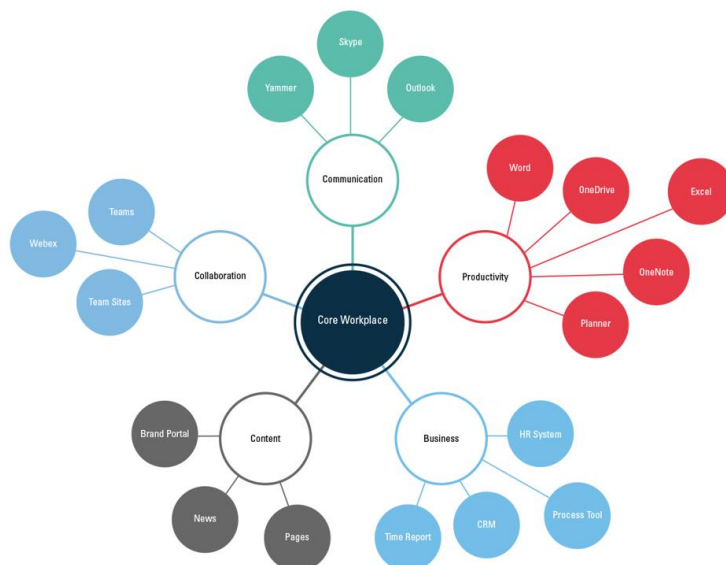
Which digital tools are used in the business today, by whom and for what? What business goals should IT support? By asking representatives throughout your organisation, the actual current situation is mapped.

## MOVING TOWARDS A STRATEGIC GOAL

When mapping is done, the current tools are compared with both available tools, and with those tools that the company is intending to use. Are the available tools used? Are they used for the right purpose? Are there any "Shadow IT" tools in use? Why is the situation like it is, and what can you do to move from the current environment to your desired future digital landscape?

## COMMITMENT

We perform the digital landscape mapping in the format of one or more workshops. This way, we can capture information at different levels throughout the organisation. These workshops also present an opportunity to create a commitment and awareness among the participants. Greatest value is generated when the participants become ambassadors and bring new insights and perspectives into the organisation.



**“Work became easier and less stressful now that everyone knows which tool to use!”**



## A FOUNDATION FOR LONG-TERM STRATEGY

The digital landscape mapping gives you a solid foundation for future strategies. Below you will find some examples on how you can use the outcome of the workshops.

### Launch and communication planning

Are you about to launch a new digital workplace or a maybe new intranet? Use the results of the workshop to guide you in your communication and planning for the launch.

### Storage strategy

What are your criteria regarding different storage locations within your organisation?

### Management and governance

Is there a strategy for managing your different tools?

### Compliance

Are you governed by laws, rules and regulations when it comes to tools and data? What criteria decides how you classify your tools and information?

### Cost analysis

How can you plan your licenses usage to minimise cost? Which tools are used by everyone, and which tools are only used by a few employees.

## WANT TO KNOW MORE ABOUT DIGITAL LANDSCAPE MAPPING?

Contact us: [www.sigmaid.se/en/worklife/lets\\_talk](http://www.sigmaid.se/en/worklife/lets_talk)



Sigma Worklife is part of the Sigma family. We are experts in digital workplaces based on Office 365. Through digital revolution, we create a better digital working life based on modern technology - always with the user in focus.

