IT Asset Management Checklist

Use this checklist to efficiently manage and track IT assets in your school, ensuring streamlined operations and optimal resource utilization.

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Checklist	Due date

Strategic Planning

Define the goals and objectives of the IT asset management program.	📅
Establish a governance framework.	📅
Secure executive sponsorship and stakeholder buy-in.	📅
Develop a policy for IT asset management.	📅
Align the ITAM strategy with organizational goals and compliance requirements.	📅

Asset Inventory and Documentation

Create a comprehensive inventory of all IT assets.	📅
Categorize assets by type (hardware, software, peripherals, etc.)	📅
Document asset details including serial numbers, purchase dates, warranties, and licenses.	📅
Tag and label all physical assets	📅
Store inventory data in a centralized database.	📅

Role Assignment and Team Setup

Assign an IT asset manager to oversee the program.	📅
Define roles and responsibilities for team members.	📅
Develop training programs to ensure staff understand their roles.	📅
Conduct regular team meetings to review progress and updates.	📅

Asset Acquisition and Deployment

Establish a procurement process for acquiring new IT assets.	📅
Evaluate and select vendors based on quality and cost-effectiveness.	📅
Ensure proper documentation and tracking of new assets upon receipt.	📅
Deploy assets according to organizational needs and policies.	📅
Update the inventory database with new asset information.	📅

Asset Tracking and Service Management

Schedule regular maintenance for hardware and software assets.	📅
Implement a system for tracking and managing warranties and service agreements.	📅
Provide support and troubleshooting for IT assets.	📅
Document maintenance activities and support incidents.	📅
Monitor asset performance and address any issues promptly.	📅

Auditing and Continuous Improvement

Conduct regular audits of IT assets to ensure data accuracy.	📅
Verify compliance with licensing agreements and regulatory requirements.	📅
Identify and mitigate risks related to IT assets.	📅
Gather feedback from users and stakeholders for continuous improvement.	📅
Update policies and procedures based on audit findings and feedback.	📅
Report on key performance metrics and progress to stakeholders.	📅