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Want to make IT asset management hassle-free? allwhere can handle everything for you!

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	IT Asset Management Checklist Tasks	Teammate	Notes/Instructions
	Planning		
☐	Identify which assets your organization needs (laptops, mobile devices, software, cloud assets)		
☐	Determine your budget for asset acquisition		
☐	Perform vendor research		
☐	Decide who will be the asset manager and establish an approval workflow		
☐	Negotiate vendor contracts, including pricing, contract length, and terms of service		
	Procurement		
☐	Choose vendors		
☐	Order, track, and receive assets		
☐	Inspect shipments to ensure accuracy and there's no damage		
☐	Make asset records of purchase date, cost, and warranty expiration		
	Deployment		
☐	Use configuration management to set access controls and security settings on devices		
☐	Install apps, software, and cloud-based subscriptions		
☐	Ship IT assets to employees while tracking the asset status from start to finish		
☐	Document when the employee receives an asset		

	Management		
☐	Use asset discovery and asset identification to create a working database of hardware, digital assets, cloud assets, and anything else in your inventory		
☐	Keep records of which employee has what asset		
☐	Maintain an asset inventory for continual asset visibility		
☐	Create a device maintenance schedule to optimize performance and enhance security for each hardware asset		
☐	Use asset management software for automatic notifications on when updates and maintenance need to be performed		
☐	Record your maintenance history so that it's always ready for an asset management audit		
☐	Build an asset audit framework and decide how to share your audit findings		
☐	Perform vendor management		
☐	Identify trends and patterns through analytics		
	Storage		
☐	Store currently unused assets in a safe, secure location		
☐	Organize by hardware asset type, status, and purpose		
☐	Develop an audit system for critical assets to ensure inventory accuracy		
	Retrieval		
☐	Establish a workflow for retrieving equipment		
☐	Determine when assets need to be resold, recycled, or decommissioned		
☐	Securely back up important data		
☐	Follow security best practices, such as data wiping		
☐	Document the final disposition of decommissioned assets for audit readiness		