

Strategic Asset Management Plan Outline

Overview – A description of your vision for and explanation of asset management should be listed as a general overview for your organization to gain initial understanding. What is the purpose of asset management and who does this plan apply to? Is there any introductory or background information that your organization needs to know?

Definitions – In your asset management plan, you'll most likely use language that is specific to IT processes. These terms need to be properly defined for your organization. In these definitions, you can simply list processes, structures, and terms that must be explained to understand your IT asset management plan.

Asset Tracking – What assets will you be tracking? To what extent should your organization expect these assets to be tracked? Include any categories of assets that will be included in your strategic asset management plan such as computers, handheld devices, or networking equipment.

Policies – While this is not an extensive list of policies to include, it is a starting point for your organization to develop a thorough, strategic asset management plan. Include any additional IT asset management policies you have developed in this section.

Asset Acquisition Processing Policy – What are the processes for requesting new or replacement IT assets? Include any forms for IT acquisition in this section or as an addendum to this plan. How should purchases be made and approved? Answers to these questions and any other information regarding the tagging, processing, or acquisition of assets can be included.

Transfer of Assets Policy – In your asset management plan, include who is responsible for the documentation of any transfers of IT assets within your organization. What should be documented during the transfer? Where should it be documented? Can assets be transferred outside of certain facilities? What are the inspection techniques for transfers?

Disposal of Assets Policy – When it's time to dispose of technology assets, who is responsible for proper disposal? In this section, explain what requests need to be made, what defines an asset that should be disposed, and any specifics regarding technology with sensitive data. Is there a company your organization is contracted to dispose technology with? Include these details and any updates that need to be made to the system after asset disposal.

Theft/Loss of Assets Policy – In your theft or loss policy, include how an employee should report theft or loss of an IT asset. Define how an employee should determine whether an asset has been lost or stolen. This section should lay out your policy on theft plainly and include any consequences of theft or loss.

Support and Management of Assets Policy – Proper patching, assessment, and management of technology assets should be conducted regularly. Describe what your processes of review will look like and how often your employees can expect assets to be updated and managed. Policies regarding the verification of status should also be included in this section of your asset management plan.

Auditing of Assets Policy – Include your policy on third-party auditing of your IT assets as it relates to the security and documentation of your assets. Whether you perform an audit of assets every six months, every year, or every two years – you need to properly define what your employees can expect regarding the auditing of your assets.

Responsibilities – Define the responsibilities of each party in your organization concerning IT asset management. Whether it's categorized by organizational groups or specific titles/employees, you can outline how each party is expected to play a role in the strategic management of your assets.

Policy Compliance – Explain the importance of compliance with these asset management policies and the verification process that will take place to confirm your employees are complying. In this section, also define any consequences employees will face as a response to non-compliance.