



# IT ASSET DISPOSITION PLAN ASSESSMENT

**Organizations that lack an actively managed and well thought-out IT asset disposition (ITAD) program may be exposing themselves to unnecessary risks and costing themselves money. It is time to assess your program and take ownership of the process, aligning the goals and objectives of your organization. By developing a well-documented ITAD program, you can achieve these benefits for your organization — for every location, for every asset type and quantity, every time.**

**Financial-** IT assets are just that – assets. Even after they are written down to zero on your books, many of those assets have market value. The right program will maximize that value across all of your assets and locations, reducing the total cost of ownership (TCO).

**Data security-** A good ITAD program will ensure that corporate security, compliance, and risk Management policies and procedures are met. It will minimize the risk of any data breach and create auditable records for compliance and peace of mind. A solid ITAD process is a secure process, with proof.

**Environmental-** You need assured compliance with all local, state, and federal environmental regulations, and the evidence that you have diverted every possible bit of material from landfills back into the supply chain. Beyond compliance, you want to ensure all aspects of your program contribute to your environmental stewardship goals.

**Efficiency-** Resources are always in short supply. ITAD needs to be done, and done right. A good program will make the process as efficient as possible so your resources can focus more of their time on their primary role.

**To develop the best program for your organization, you first need to determine your needs, priorities, and the current state of your ITAD program. Then you can analyze the gaps between your priorities and the actual process and its results.**



**Who Are the ITAD stakeholders in your organization? Make sure to include all of them. If your organization has multiple business units or locations, be sure to include them too.**

STAKEHOLDER EXPERTISE	STAKE HOLDER NAME
It Executive Management	
IT Asset Management	
Compliance	
Risk management	
IT/Data Security	
Sustainability/Green Team	
Data Center Management/Operations	
Facilities	
Logistics	
Finance	

**Once you have identified All Stakeholders, interview them. Some of the Questions you should ask them are:**

**What do they see as the Priority in the ITAD process?**

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Here's a List of Ideas to start with- don't limit yourself to these:

- Lower TCO
- No-Cost ITAD
- Higher Returns on remarketed equipment
- Data Security
- Environmental Compliance
- Speedy Disposition
- More Detailed Reports/Audits
- Internal Resource Requirement Reduction
- Chain Of Custody
- Standardization Across The Organization

**What Should the Goals be for the ITAD program?**

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**What Concerns do they have?**

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**How do these priorities fit within the boarded organizational goals and strategies?**

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**Before you can develop a new IT asset disposition program, it's necessary to develop a complete understanding of what your current processes really are, and who is doing what.**

- **Do you have a strong understanding of the distribution of your assets across your Geographic footprint? Do you know the details of those assets (hardware specifications, software)? How detailed and accurate is your asset management system?**
- **Which of your assets are leased, and which are owned? Do the same people manage the disposition for each group of assets?**
- **Who manages ITAD for each location and/or department? Make a list of a grid. Be sure to include all Assets: desktop, mobile, data center, network, etc...**
- **Which budget(s) pay for these assets? Which pays for the disposition? Where does any return from remarketing go?**
- **Do you have historic data on your ITAD program for the whole organization? How frequently does your organization have an asset disposition project? What is the average number of asset per project? Associate the costs/returns for each location/disposition and get a total for the past year.**



**If your company partners with vendors for data destruction, remarketing, or recycling, the success of your program depends on the ability of those vendors. While you are assessing your ITAD program, you should also assess the vendor(s) you are using, how your company’s relationship with service is structured, and how satisfied everyone is with the service levels. Make another grid.**

*What certifications does each of your vendors hold? Be sure you have proof. Ask to see the certificates if you have not done so, or check the certification websites.*

VENDOR NAME	CERTIFICATION

*Which Locations does each vendor serve for you today? What locations could they serve?*

VENDOR	LOCATION SERVED	COULD SERVE

**What does each vendor currently provide to you? What other services do they Offer? Include at least one of the Following:**

- Remarketing/resale
- Data Sanitization
- Data Destruction
- Recycling
- Detailed Audits/Reports



**What Service level Agreement is in place or what is the vendors' actual service level, especially in regard to:**

- Time from request to pickup
- Time for reporting, financial reconciliation
- Responsiveness to queries

**Do you have a contractual relationship with your vendors, and if so, what is the term of each contract? Who manages each one?**

VENDOR	CONTRACT STATUS	MANAGER

**Rate each vendor (this should be done by the people who deal with each vendor most often). Some categories to include in your ratings are...**

- Responsiveness
- Reliability
- Quality
- Reporting
- Account/Project management
- Ability to Service each Location

**After Collecting the details of your organizations IT asset disposition process and setting the goals, the analysis can be performed.**

- **Interview-** Everyone with their roles and involvement in ITAD
- **Current State-** Of all Existing ITAD program and vendor relationships
- **Goals and Objectives-** For the ITAD program going forward.

Performing a thorough ITAD assessment is time-consuming, and getting objective feedback from internal sources can sometimes be difficult. Data Vista has experience team members who can help you design the assessment, conduct interviews and do the analysis with you!

## **NOW WHAT?**

A next generation ITAD program can enhance data security, reduce risks, reduce costs and increase returns, all while aligning the program with your organizations strategy and goals. A well planned program will ensure that your internal resources' time is spent as productively as possible while also making it as easy as possible for them to meet your requirements.

Performing a thorough assessment and analysis takes some time and effort. The payback on that investment can be significant.

If you do your own assessment, share the details with your ITAD partners so they can help you meet your goals. If you don't have the resources to perform the assessment yourself contact Data Vista and we'd be happy to assist you. Data Vista offers a formal assessment and analysis program. **Contact us to find out how we can help you!**

