Project 1: Asset Inventory & Classification

This project aims to document and classify the key assets used by Southern Motion Physiotherapy. By maintaining an accurate asset inventory, the organisation can effectively identify what needs protection, assign accountability, and apply appropriate controls.  
  
**Step 1: Define Asset Categories**

We'll group assets into four categories:

1. **Hardware**
   * Clinic laptops
   * Printers
   * Wireless router & modem
2. **Software & Systems**
   * Cloud-based Patient Management System (PMS)
   * Microsoft 365 (email, OneDrive, Teams)
   * Accounting software (e.g. Xero)
3. **Data**
   * Electronic health records (EHRs)
   * Client contact information
   * Appointment schedules
   * Billing and financial records
4. **Services**
   * Cloud backup provider
   * Internet service provider (ISP)
   * Managed IT support (if applicable)

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| Asset Name | Category | Owner | Location | Classification | Purpose | Notes |
| Reception Laptop | Hardware | Practice Manager | Reception Desk | Internal | Admin access to PMS and email | Shared device used by admin staff |
| Patient Management System (PMS) | Software/System | Practice Manager | Cloud-hosted | Restricted | Stores patient records & appointments | SaaS platform requiring secure login |
| Wireless Router | Hardware | External IT Support | Comms Room | Internal | Provides internet access to all clinic devices | Ensure firmware is up-to-date |
| Electronic Health Records (EHR) | Data | Practice Manager | PMS Database | Restricted | Contains sensitive patient information | Must comply with healthcare privacy regulations |
| Microsoft 365 Email | Software/System | Each Staff Member | Cloud-hosted | Confidential | Handles internal communications and file sharing | Enable MFA for all accounts |
| Accounting Software (Xero) | Software/System | Practice Manager | Cloud-hosted | Confidential | Manages clinic financials and billing | Restricted access to authorised users |
| Clinic Website | Service | Marketing/Admin | Public Internet | Public | Provides general clinic information | No sensitive data stored |
| Weekly Backups | Service | Practice Manager | Cloud Backup Provider | Confidential | Data recovery and continuity | Backups not regularly tested for integrity |
| Mobile Phones | Hardware | Each Physiotherapist | On-person | Internal | Used for communication and schedule access | PIN and screen lock required |
| Client Contact Database | Data | Admin Staff | PMS System | Confidential | Stores client phone numbers and emails | Subject to data protection policies |

# Asset Inventory Table