# Unit 5 Assignment - Asset Management Plan

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BU622 Information Security and Privacy

**Introduction**

This paper will demonstrate an Information Technology asset management (ITAM) for Zanzibar Spice, LLC. The company is coffee, tea, and spice manufacturing company. This policy will prescribe the actions to protect and preserve technology assets of the business throughout the lifecycle of the assets.

1. **Purpose**

The purpose of this policy is to provide an asset management plan for cataloging, tracking, and disposing of technology assets for the business, Zanzibar Spice, LLC.

1. **Scope**

This policy applies to all employees of Zanzibar Spice, LLC, fulltime, part-time, contractual and otherwise.

1. **Responsibility**

The Technology Director will be responsible for the implementation of the Asset Management Plan.

1. **Policy** 
   1. **Asset Types**

The application of the asset management plan applies to the following devices:

* + 1. Servers
    2. Switches
    3. Routers
    4. Firewalls
    5. Load balancers
    6. External Storage
    7. Laptops
    8. IP Phones
    9. Mobile phones
    10. Printers
  1. **Asset Value**

Assets with a dollar value of less than $100 will not be subject to tracking. Examples of those assets are:

* + 1. Mouse
    2. Trackball
    3. Keyboard
  1. **Asset Tracking Requirements**

An asset-tracking database shall be created to track assets. “Prior to deployment, the install team, staff shall assign an ID to the asset and enter its information in the asset tracking database.” (Asset Management Policy 2016) It shall minimally include purchase and device information including:

* + 1. Asset Number
    2. Date of purchase
    3. Asset Type
    4. Make
    5. Model
    6. Description
    7. Serial Number
    8. Location
    9. Owner
    10. Department
    11. Support Team
    12. Status
  1. **Asset Disposal and Repurposing**
     1. The decommissioning team will be responsible for asset disposal and repurposing.
     2. Internal and external harddrives will not be repurposed.
        1. All harddrives will be sanitized using the method of degaussing.
        2. Degaussed harddrives will be deposited into data disposal bends.
        3. A third-party vendor will be responsible for collecting data disposal bends.
     3. Repurposed equipment will be updated in the asset-tracking database prior to redeployment.
     4. End-of-Life equipment will be disposed of via electronic recycle programs.
        1. A third-party vendor will be responsible for removal of end-of-life equipment for recycle.

1. **Audit Controls and Management**
   1. Asset management audits for accuracy against asset-tracking database will be conducted monthly.
2. **Non-compliance**

“Violation of this policy may be subjected to disciplinary, criminal, and/or civil penalties.” (Amon-Ra, 2020)

1. **Revision History**

|  |  |  |
| --- | --- | --- |
| **Date of Change** | **Executor of Change** | **Summary of Change** |
| 08/07/2020 | Amon-Ra | Creation |

**Conclusion**

The asset management plan will allow the company to regulate the acquiring, inventory, tracking, and decommission of information technology assets. The harddrive disposal policy will ensure that the confidentiality of company data returns enact. A monthly audit will further enforce protection and preservation technology asset as intended in this asset management plan.

References:

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