Laptop Standards and Specifications

Document ID: IT-HW-001 **Last Updated:** March 2024 **Owner:** IT Operations **Applies To:** All Employees

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Overview

This document outlines NovaTech's laptop standards, approved configurations, and hardware specifications for different roles.

Standard Configurations

Engineering (Developer Workstation)

MacBook Pro 16" (Preferred)

Component	Specification
Processor	Apple M3 Pro (12-core)
Memory	36GB Unified Memory
Storage	1TB SSD
Display	16.2" Liquid Retina XDR
OS	macOS Sonoma or later

Dell XPS 15 (Alternative)

Component	Specification
Processor	Intel Core i9-13900H
Memory	64GB DDR5
Storage	1TB NVMe SSD
Graphics	NVIDIA RTX 4060
Display	15.6" OLED 3.5K
OS	Ubuntu 22.04 LTS or Windows 11 Pro

Data Science / ML Engineering

MacBook Pro 16" Max Configuration

Component	Specification
Processor	Apple M3 Max (16-core)
Memory	64GB Unified Memory
Storage	2TB SSD
Display	16.2" Liquid Retina XDR
OS	macOS Sonoma or later

Business / General Use

MacBook Air 15"

Component	Specification
Processor	Apple M3 (8-core)
Memory	16GB Unified Memory
Storage	512GB SSD
Display	15.3" Liquid Retina
OS	macOS Sonoma or later

Dell Latitude 5540 (Alternative)

Component	Specification
Processor	Intel Core i7-1365U
Memory	16GB DDR5
Storage	512GB SSD
Display	15.6" FHD
OS	Windows 11 Pro

Executives

MacBook Pro 14"

Component	Specification
Processor	Apple M3 Pro (11-core)
Memory	18GB Unified Memory
Storage	512GB SSD
Display	14.2" Liquid Retina XDR

Component	Specification
OS	macOS Sonoma or later

Role-Based Allocation

Role Category	Standard Configuration	Refresh Cycle
Software Engineer	Engineering	3 years
ML/Data Engineer	Data Science	3 years
Product Manager	Business	4 years
Designer	Engineering (Mac only)	3 years
Sales	Business	4 years
Marketing	Business	4 years
Finance	Business	4 years
HR	Business	4 years
Executive	Executive	3 years
Contractor	Business	N/A

Required Software

All Laptops

Software	Purpose
Okta Verify	SSO & MFA
CrowdStrike Falcon	Endpoint security
1Password	Password management
Slack	Communication
Zoom	Video conferencing
Google Workspace	Productivity suite

Engineering Laptops

Software	Purpose
Docker Desktop	Container development

Software	Purpose
VS Code or JetBrains IDE	Development
Git	Version control
Homebrew (macOS)	Package management
Terraform	Infrastructure as code

Security Requirements

All laptops must have: - Full disk encryption enabled - Firewall enabled - Automatic screen lock (5 minutes) - Automatic OS updates enabled - CrowdStrike agent active

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Ordering Process

New Hire Laptops

1. **IT receives notification** from HR (10 days before start)
2. **IT provisions laptop** based on role
3. **Laptop shipped** to employee location
4. **Employee completes setup** on day 1

Laptop Replacement

1. **Submit request** via IT Service Portal
2. **Manager approval** required
3. **IT reviews** (within 48 hours)
4. **Replacement shipped** (if approved)
5. **Old laptop returned** within 14 days

Upgrade Requests

Upgrades outside of refresh cycle require: - Business justification - Manager approval - Director approval (if cost > $500 delta)

Accessories

Standard Accessories Kit

All employees receive:

Item	Included
USB-C Hub	Yes
External Mouse	Yes (if requested)
Laptop Sleeve	Yes
Power Adapter (extra)	Remote employees

Monitor Allowance

Part of $500 annual home office stipend (see HR-RW-003): - Single 27" 4K monitor recommended - Dual monitor setup for engineering roles

Approved Peripherals

Category	Approved Brands
Monitors	Dell, LG, Apple
Keyboards	Apple, Logitech, Keychron
Mice	Apple, Logitech
Webcams	Logitech (C920, Brio)
Headsets	Jabra, Poly, Apple AirPods

Support and Maintenance

Warranty Coverage

All laptops include: - 3-year AppleCare+ (Mac) or Dell ProSupport - Accidental damage coverage - Next business day replacement

Common Issues

Issue	Resolution
Hardware failure	Warranty replacement
Stolen laptop	Report to IT immediately, file police report
Lost laptop	Report to IT immediately, remote wipe
Performance issues	IT diagnostic, potential upgrade

Self-Service Troubleshooting

Before contacting IT: 1. Restart laptop 2. Check for OS updates 3. Review Confluence knowledge base 4. Check #it-help Slack channel

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Security and Compliance

Lost or Stolen Laptops

Immediate actions required: 1. Report to IT Security: security@novatech.com 2. Call IT hotline: +1-512-555-4357 3. Remote wipe will be initiated 4. File police report (if stolen) 5. Complete incident report form

International Travel

Before traveling internationally: 1. Notify IT 2 weeks in advance 2. Request travel-approved configuration 3. Avoid storing sensitive data locally 4. Use VPN at all times 5. Never leave laptop unattended

Data Handling

- No customer data stored locally
- Use approved cloud storage only
- Enable automatic backup to Google Drive
- Clear sensitive data before device return

Refresh and Return

Refresh Schedule

Year	Action
Year 1-2	Standard support
Year 3	Refresh notification sent
Year 3+	Replacement ordered

Device Return

When returning a laptop: 1. Backup personal files (if any) 2. Sign out of all accounts 3. IT will perform secure wipe 4. Ship to IT (prepaid label provided) 5. Deadline: 14 days after replacement received

Data Destruction

All returned devices undergo: - DOD 5220.22-M secure wipe - Certificate of destruction issued - Recycling through certified e-waste vendor

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Exceptions

Non-Standard Requests

Exceptions require approval from: - IT Director - Finance (if budget impact > $1,000)

Common exception requests: - Higher RAM configuration - Larger storage - Linux workstation - Additional accessories

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Contact

- **IT Help Desk:** it-help@novatech.com
- **IT Service Portal:** help.novatech.com
- **Slack:** #it-help
- **Emergency:** +1-512-555-4357

Related Documents: Home Office Guidelines (HR-RW-003), Security Policies (IT-SEC-001), Onboarding Guide (HR-OB-001)