Inazuma.co

IT Asset Management (ITAM) Policy

1. Introduction

Inazuma.co recognizes that Information Technology (IT) assets are critical to supporting the organization's operations, services, and strategic objectives. This IT Asset Management (ITAM) Policy establishes a framework for the effective and efficient management of IT assets throughout their lifecycle. This policy aims to optimize asset utilization, minimize costs, ensure accountability, and support compliance with legal, regulatory, and contractual requirements.

2. Purpose and Objectives

The purpose of this ITAM Policy is to:

- Provide a comprehensive framework for managing IT assets within Inazuma.co.
- Define the roles and responsibilities of personnel involved in IT asset management.
- Establish procedures for the acquisition, deployment, maintenance, and disposal of IT assets.
- Ensure that IT assets are utilized efficiently and effectively.
- Minimize the risks associated with IT asset ownership, including

financial, operational, and security risks.
- Support compliance with software licensing agreements, hardware warranties, and other contractual obligations.
- Facilitate accurate budgeting and forecasting for IT expenditures.
- Enable informed decision-making regarding IT investments.
- Support business continuity and disaster recovery planning.

3. Scope

This policy applies to all IT assets owned, leased, or otherwise controlled by Inazuma.co, regardless of their location, function, or deployment model. This includes, but is not limited to, the following categories of assets:

- **Hardware Assets:**
  - Computers (desktops, laptops, servers)
  - Mobile devices (smartphones, tablets)
  - Network equipment (routers, switches, firewalls)
  - Storage devices (hard drives, SAN, NAS)
  - Peripherals (printers, monitors, keyboards, mice)
  - Telecommunications equipment
  - Cloud infrastructure (IaaS, PaaS)
- **Software Assets:**
  - Operating systems

- ○ Applications (desktop, server, mobile)
- ○ Licenses (per-user, per-device, concurrent)
- ○ Cloud-based software (SaaS)
- **Virtual Assets**
  - ○ Virtual machines
  - ○ Containers
- **Data and Information**
  - ○ Databases
  - ○ Digital files
  - ○ Intellectual property

This policy applies to all Inazuma.co employees, contractors, vendors, and any other individuals or entities that use or manage Inazuma.co's IT assets.

4. Definitions

Term	Definition
IT Asset	Any hardware, software, or data that has value to the organization and is used in the delivery of IT services.
Asset Lifecycle	The stages an IT asset goes through from acquisition to disposal, including planning, procurement, deployment, operation, maintenance, and disposal.

Asset Inventory	A comprehensive record of all IT assets, including details about their ownership, location, configuration, and status.
Configuration Management	The process of ensuring that IT assets are configured in accordance with established standards and that changes to these configurations are controlled.
Software License	A legal agreement that governs the use of software, specifying the terms and conditions under which it can be used.
Hardware Warranty	A guarantee provided by a manufacturer or vendor regarding the quality and functionality of a hardware asset.
Total Cost of Ownership (TCO)	The sum of all costs associated with an IT asset throughout its lifecycle, including acquisition, operation,

	maintenance, and disposal costs.
Depreciation	The reduction in the value of an asset over time, due to wear and tear, obsolescence, or other factors.
ITAM System	A software tool or platform used to automate and manage IT asset information and processes.

5. Principles of IT Asset Management

Inazuma.co's ITAM program is guided by the following principles:

- **Accountability:** Clear ownership and responsibility for IT assets are established at each stage of the asset lifecycle.
- **Accuracy:** Asset data is maintained accurately and is regularly verified to ensure its integrity.
- **Efficiency:** IT assets are utilized in an efficient manner to maximize their value and minimize waste.
- **Compliance:** All activities related to IT asset management comply with applicable laws, regulations, contractual obligations, and internal policies.
- **Security:** IT assets are managed in

a secure manner to protect them from unauthorized access, use, or disclosure.

- **Cost-Effectiveness:** The total cost of ownership of IT assets is minimized through effective planning, procurement, and management practices.
- **Standardization:** Hardware and software standards are established and enforced to simplify management, reduce support costs, and improve compatibility.
- **Lifecycle Management:** IT assets are managed throughout their entire lifecycle, from acquisition to disposal, to optimize their value and minimize risks.
- **Centralized Management:** IT assets are managed centrally to provide a single source of truth and improve control.
- **Automation:** Automate ITAM processes wherever