

Sample: Asset Management Policy

Date:

Version:

Purpose

- 1.1. The purpose of this document is to establish the policy for ensuring that management of the Asset Inventory list at [insert company name] by the appropriate department.

Scope

- 2.1. This policy applies to Assets (applications and services) that are managed by IT at [company name].
- 2.2. This policy does not apply to [fill in] systems maintained by IT at [company name].

Policy Details

- 3.1. Asset Inventory List Ownership
 - 3.1.1 IT Management is responsible for the sole ownership and maintenance of Asset Inventory List in [system name or document] which serves as [company name] electronic document management system.
 - 3.1.2 IT Management can designate personnel within IT group who will be responsible to maintain this list.
- 3.2. Critical Aspects of Asset Inventory List
 - 3.2.1 Asset Inventory List at a minimum includes the following:
 - Application Name (eg: Adobe, Argus)
 - Vendor (eg: Microsoft, Oracle)
 - Installation Location/Type (eg: Web Based, Thick Client)
 - Description (eg: Used for data analysis)
 - Support Contact details (eg: phone, email)
 - 3.3. Frequency of Review/Update to Asset Inventory List
 - 3.3.1 IT Management must review the Asset Inventory List at a minimum on a semi-annual basis. The Asset Inventory List can also be updated on a quarterly or on as

needed basis (where applicable) to reflect the current inventory of software applications and services deployed at [company name].

3.3.2 The Asset Inventory List will be required to be updated whenever there is a new application, updates to an application, removal and/or retirement of an application.

3.3.3 Any updates to the Asset Inventory List will be managed in [system name].

3.4. Approval and Record Retention

3.4.1 The Asset Inventory List will be approved by [list approver or process]. This will ensure a centralized location, with version control and audit trail and also searchable by IT or designated users.

Definitions

4.1. Asset - Term used by [company name] to describe software applications and services maintained by IT Management.

Revision History

5.1 Revision number and summary of changes

