IT ASSET LIFECYCLE MANAGEMENT

Where to start: your practical checklist

Three actions that give you a clear picture of what you have, what it's worth, and what to do next.

1 Audit what you have

Walk the building and list every device your business owns. Model, age, condition, who's using it. If this has never been done before, expect surprises.

- [ ] Record every device: laptops, desktops, servers, peripherals
- [ ] Note make, model, age, and current condition
- [ ] Identify the named user or department for each asset
- [ ] Flag anything in storage, unassigned, or unaccounted for

2 Work out what it's worth

Before assuming old hardware has no value, get a proper valuation. You may be sitting on recoverable budget you've already written off.

- [ ] Separate assets into: in use, surplus, and end of life
- [ ] Get a professional valuation on anything three years old or more
- [ ] Consider trade-in value as well as outright resale
- [ ] Act promptly: secondary market values depreciate over time

> **Good to know:** *Secondary market values are often stronger than businesses expect. Equipment written off as worthless can return meaningful budget when assessed properly.*

3 Set a refresh calendar

Even a rough plan is far better than waiting for things to fail. Reactive replacement is almost always more expensive and harder to budget for.

- [ ] Set a standard device lifespan for your business (e.g. four years)
- [ ] Identify which devices are already past or approaching that threshold
- [ ] Plan replacements in rolling batches rather than all at once
- [ ] Build disposal planning into every new procurement decision