

AT-A-GLANCE IT ASSESSMENT TEMPLATE

Try Smartsheet for FREE

IT may not be the focus of your business, but at this time, you probably rely on them more than ever. This assessment template is intended to get you thinking about all the technology you can't operate without--your router, your WIFI hotspots, your printer, your laptop. If you have IT assets, feel free to delete what's listed here and add your own.

REVISION HISTORY

| VERSION | APPROVED BY | REV. DATE | DESCRIPTION OF CHANGE | AUTHOR |
|---------|-------------|-----------|-----------------------|--------|
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CONTRIBUTORS

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REFERENCE DOCUMENTS if applicable

| DOCUMENT NAME | DESCRIPTION | LOCATION |
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LAPTOPS

| MAKE | MODEL | OWNER OR LOCATION | CONDITION | UPDATES / PATCHES | SOFTWARE | ANTIVIRUS PROTECTION |
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MONITORS

| MAKE | MODEL | OWNER OR LOCATION | CONDITION | UPDATES / PATCHES | SOFTWARE | ANTIVIRUS PROTECTION |
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TOWERS

| MAKE | MODEL | OWNER OR LOCATION | CONDITION | UPDATES / PATCHES | SOFTWARE | ANTIVIRUS PROTECTION |
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NOTEBOOKS, TABLETS

| MAKE | MODEL | OWNER OR LOCATION | CONDITION | UPDATES / PATCHES | SOFTWARE | ANTIVIRUS PROTECTION |
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PRINTERS

| MAKE | MODEL | OWNER OR LOCATION | CONDITION | UPDATES / PATCHES | SOFTWARE | ANTIVIRUS PROTECTION |
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MOBILE DEVICES

| MAKE | MODEL | OWNER OR LOCATION | CONDITION | UPDATES / PATCHES | SOFTWARE | ANTIVIRUS PROTECTION |
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SMART / VOICE-ACTIVATED / IoT DEVICES

| MAKE | MODEL | OWNER OR LOCATION | CONDITION | UPDATES / PATCHES | SOFTWARE | ANTIVIRUS PROTECTION |
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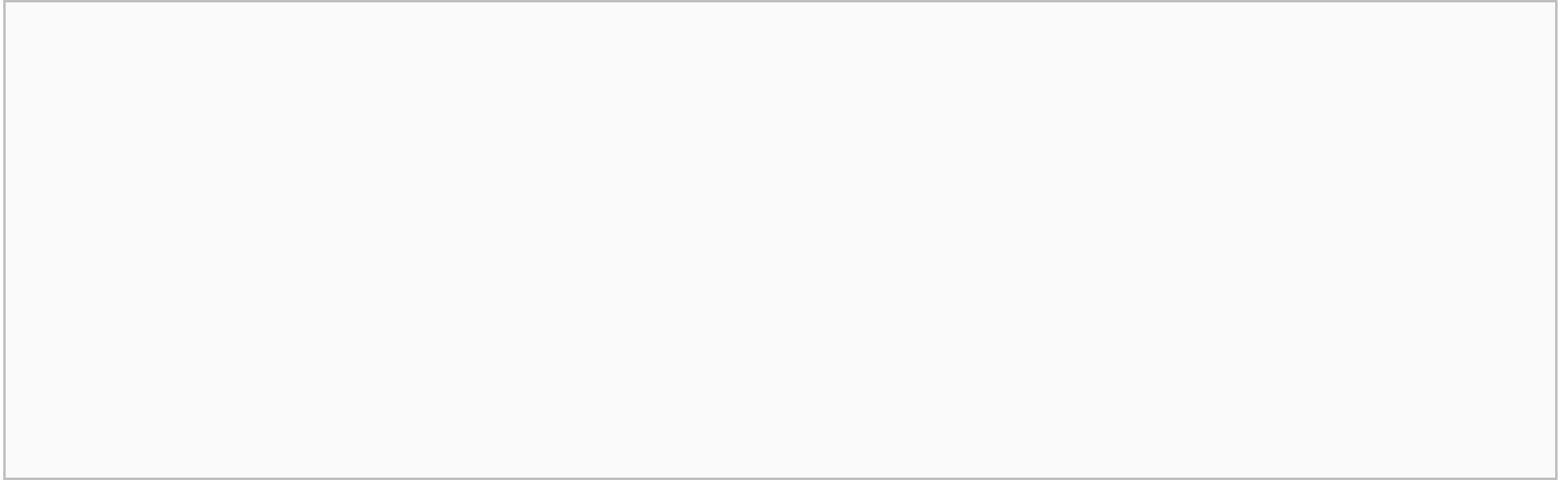
ROUTERS / BOOSTERS / EXTENDERS

| MAKE | MODEL | OWNER OR LOCATION | CONDITION | UPDATES / PATCHES | SOFTWARE | ANTIVIRUS PROTECTION |
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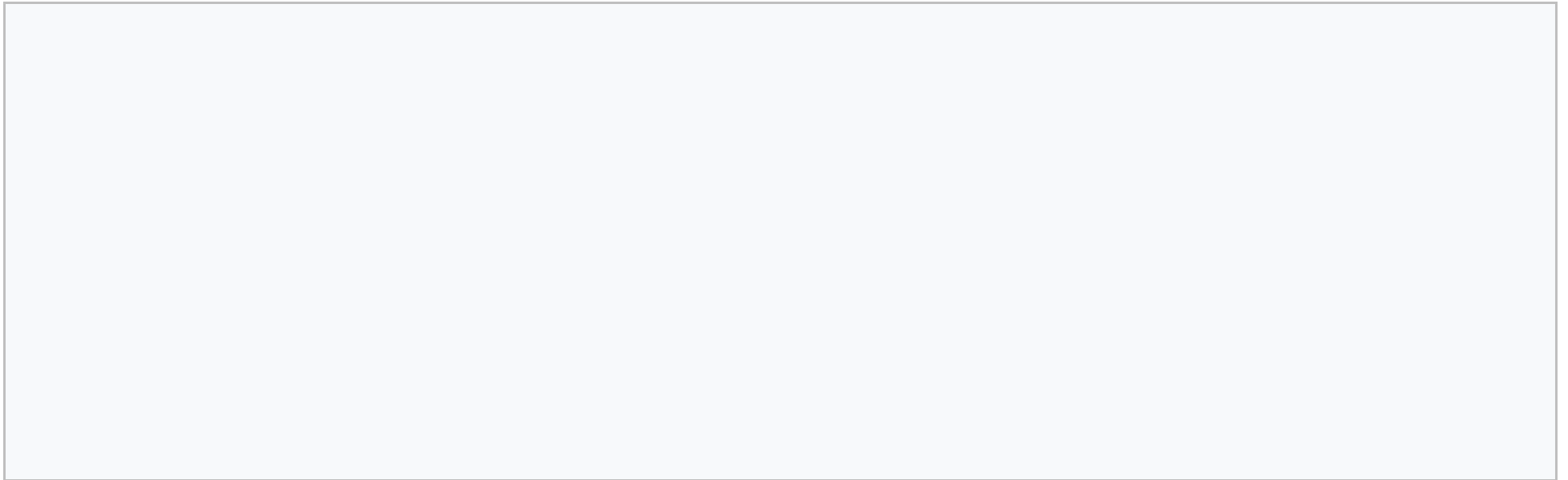
POWER BARS, MOUSE DEVICES, PENS, ETC.

| MAKE | MODEL | OWNER OR LOCATION | CONDITION | UPDATES / PATCHES |
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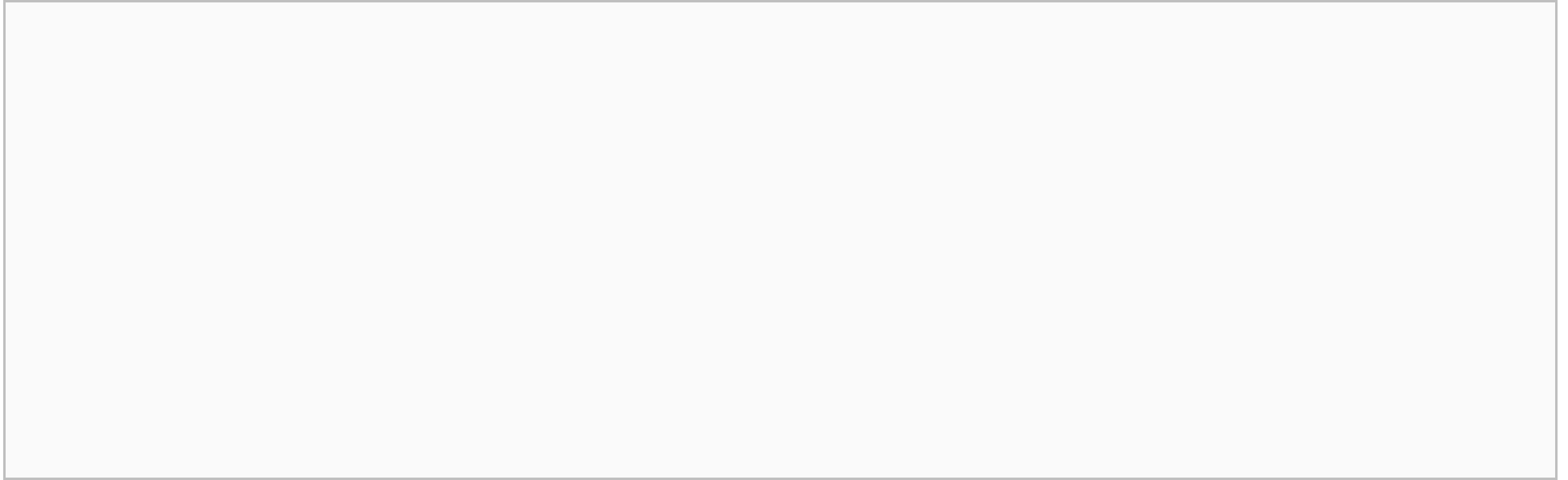
PHYSICAL SECURITY PLAN



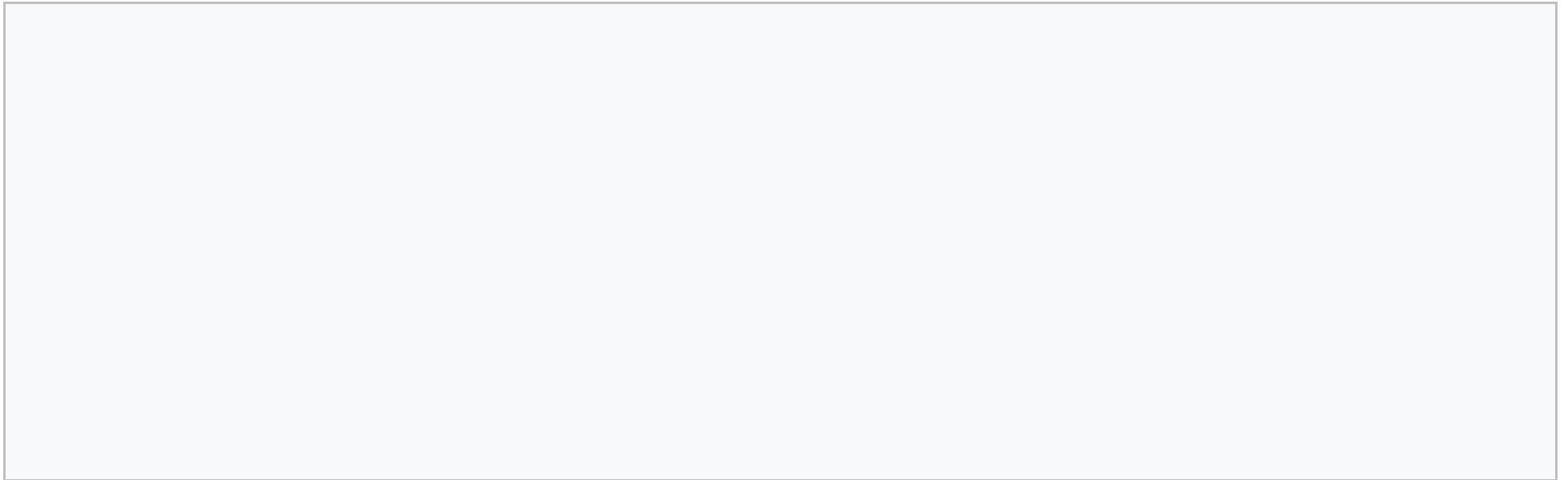
PASSWORD POLICY



BYOD POLICY

A large, empty rectangular box with a thin black border, intended for the content of the BYOD Policy.

BACKUP POLICY

A large, empty rectangular box with a thin black border, intended for the content of the Backup Policy.

CLOUD SERVICES PROVIDERS

| NAME | CLOUD TYPE | LICENSE TYPE | BACKUP PLAN | DATA RECOVERY PLAN | DATA EXTRACTION METHOD |
|------|------------|--------------|-------------|--------------------|------------------------|
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