

IT Asset Inventory Summary Instructions

FY05-06

This schedule is intended to provide a high-level, comprehensive overview of the department's IT assets and their associated costs including those for replacement, recurring maintenance, as well as administration and support.

Changes from last year's version

- 1) Removed several rows to simplify the form.
- 2) At the bottom of the form, added one additional row (for a new total of 3 rows) to differentiate between base funding from IT vs. the programs (lines of business)

Without a thorough understanding of its IT assets, it is impossible for any organization to effectively control their costs, efficiently install new technologies, or even maximize the use of the technologies already in place.

Instructions

Column headers	Unit	Description
A. IT Asset Category	N/A	These represent the designated statewide standard strategy for breaking down the total IT asset inventory into functional groups
B. IT Asset Subcategory	N/A	These represent the designated statewide standard strategy for breaking down the total IT asset inventory into functional sub-groups
C. Quantity of Units	#	This is an opportunity for the department to further detail the total number of IT components found within their IT environment. In most instances the category/sub-category has been broken down into the specific IT component for which the unit is requested. For example, under heavy workstations, the number of laptops and PCs is requested. Please provide estimates as of 6/30/05.
D. Total Current Value	\$	This is an estimate of the replacement cost, in today's dollars, of all IT assets included in a particular IT Asset Category.
E. Average Lifecycle	#	This is a figure, in years, from the IT Sch4010. Its origin should be either the statewide standard, department standard or industry documentation. Justification should be provided on the IT Sch4010. It is acknowledged that not all primary elements will have identical lifecycles and therefore this could be a dollar "weighted" calculation resulting in a fractional value.
F. Annual Amortized Cost	\$	This figure could be either simply "Column D" divided by "Column E" or perhaps a "dollar-weighted" calculation to compensate for different primary elements having different lifecycle values.
G. Annual Maintenance Costs	\$	This figure represents all costs of maintaining all IT assets. This category should include software licensing costs.
H. Category Total	\$	= Columns F+G
I. Forecast Expenses	\$	This is an <i>estimate</i> of the total dollars that will be spent on various IT components (do not include maintenance costs)

		throughout the FY05-06 fiscal year. The figure is intended to be used to identify areas for aggregation of purchases, however, the department is by no means locked into spending the dollars as indicated.
--	--	---

Bottom rows	Unit	Description
IT base budget	\$	Enter the estimated amount of Base Budget from the IT shop's dollars that will go toward meeting the "Totals" amounts calculated in the row just above this one for each of the columns (F thru I).
Program base budget	\$	Enter the estimated amount of Base Budget from programs' (other than IT) dollars that will go toward meeting the "Totals" amounts calculated in the row just above this one for each of the columns (F thru I).
Other	\$	This is the difference between calculated needs ("Totals" row) and current base funding (2 "base budget" rows...just entered per instructions above). No input required by the Dept. as these figures are calculated automatically by an equation in the spreadsheet.

Excel formulas have been added to these spreadsheets so that the forms will subtotal and total both columns and lines as appropriate.