



IT Asset and Electronics Project Plan and Pickup Checklist

Executive Overview

Project name:

Project sponsor:

Site Location:

Project lead:

Purpose of project:

Project scope:

Est. volume:

Department:

Lifecycle stage:

Out of scope:

Disposition outcomes (check all that apply)



Replace failing, obsolete, or unsupported hardware



Reclaim data center, office, or storage space occupied by retired assets



Reduce risk associated with aging or retired hardware



Support sustainability goals through reuse and responsible recycling



Ensure data-bearing assets are sanitized in accordance with security and compliance requirements



Improve consistency in hardware decommissioning and lifecycle management decisions

Project Plan Overview



High Level Inventory

Asset Category	Laptops	Network Equipment	Mobile Devices	Storage Media	Desktop Computers	Other
Quantity						
Lifecycle Status						

Asset Disposition Decision

Asset Type	Average Age	Condition	Security Risk	Lifecycle Status	Disposition Decision	Notes and Rationale

Hardware Decommissioning Checklist

1. Asset Retrieval & Access Control
2. Secure Storage Before Media Sanitization & Removal
3. Media Sanitization and Data Destruction Plan
4. Execution of Media Sanitization / Destruction
5. Verification and Certificate of Media Sanitization / Destruction
6. Final Disposition Execution and Report
7. Full Chain-of-Custody Reporting
8. Documentation and Project Closure

Approval and Audit Sign-Off

Make sure to specify where all project records will be accessible at. This includes Certificates of Sanitization, Certificates of Recycling Weight Summaries and Final Disposition Reports for Sustainability and Emissions claims. Ensure your project is documented, completed on time, and audit-ready.