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**Document Control**

**Document Version History**

This table shows a record of significant changes to the document.

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| **Version** | **Date** | **Author** | **Description of Change** |
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**Approvals**

This table shows the approvals on this document for circulation, use and withdrawal

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| 1.1 |  |  |  |  |

# Executive Summary

<<< Describe the executive summary>>>

# Vision and Mission

<<< Describe the Vision and Mission of ITAM>>

# Business Context and Drivers

<<< Describe specific Business Drivers of the ITAM. Detail key details of the past performance of the business. >>>

# Scope

<<< Describe scope of IT assets like desktops, laptops, server computers, cables, monitors, printers, scanners, routers, firewalls, software licenses, etc. >>>

# ITAM Objectives

<<< List the specific objectives of ITAM. Detail the expectations of key stakeholders and partners and the critical areas of success to achieve these. >>>

# Identifying IT assets

<<< All IT assets in the IT department will be identified with the name, deployed date, purpose, asset type, asset owner and costs involved.>>>

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Asset name** | **Deployed Date** | **Manufacturer** | **Purpose** | **Asset type** | **Asset owner** | **Cost** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

# Classification of assets

<<< All assets in the IT department will be identified with the name, type, criticality, classification, and associated business process>>>

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sl.**  **No.** | **Asset name** | **Type** | **Criticality**  **(High/ Medium/ Low)** | **Classification**  **(Internal/ Sensitive/ Highly sensitive)** | **Relationship with other business processes** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

# Roles and responsibilities

<<< Define the roles and responsibilities>>>