

IT Asset Evaluation & Repurposing Policy

Effective Policy Date: May 30, 2023

Purpose of document: The document addresses the policy, procedures, and processes followed for the Arizona Space Institute regarding the evaluation and repurposing of Arizona Space Institute IT Assets.

Office/department responsible: Arizona Space Institute, Office of Information Technology

Policy Statement

The Arizona Space Institute (ASI) recognizes the importance of responsible resource management and aims to ensure the efficient and effective utilization of technology assets purchased using ASI funds. To achieve this, ASI has established a policy for the annual evaluation of these assets and a framework for their repurposing when they are no longer actively used by projects or groups.

Policy Purpose

The purpose of this policy is to establish guidelines for the evaluation and repurposing of IT assets acquired using Arizona Space Institute (ASI) funds. ASI recognizes the importance of responsible resource management and aims to ensure the efficient and effective utilization of technology assets throughout their lifecycle.

The evaluation process outlined in this policy aims to assess the condition, performance, and relevance of IT assets on an annual basis. By conducting regular assessments, ASI can identify underutilized or obsolete assets that may no longer serve the evolving technological needs of its projects and groups. This evaluation process ensures that ASI remains at the forefront of technological advancements and maximizes the value of its investments in IT infrastructure.

The repurposing component of this policy aligns with ASI's commitment to efficient and effective resource utilization. When IT assets are identified as no longer actively used or required by ASI projects or groups, the policy establishes a framework for repurposing them within the institute. By repurposing assets, ASI can minimize waste and make the most of its existing resources, thereby reducing the need for new acquisitions and promoting sustainable practices.

Through the implementation of this policy, ASI aims to optimize the lifecycle of IT assets, prolong their usefulness, and minimize unnecessary expenditures. By evaluating and repurposing assets, ASI ensures that resources are allocated to projects and groups that can benefit from them, enhancing operational efficiency and cost-effectiveness.

Who Needs to Know This Policy?

- All ASI users and building occupants that have/use a university purchased computer or device.

Contacts

Responsible University Official: Director – Arizona Space Institute

Responsible University IT Official: Director, Information Technology

Responsible University Office: Arizona Space Institute, Office of Information Technology

If you have any questions on the procedure, you may send an e-mail to ASI-IT@arizona.edu

Web Address for this Policy

<https://it.space.arizona.edu/compliance/policy-procedure-guidance>

APPENDIX

IT Asset Evaluation & Repurposing

Policy Details:

Annual Evaluation:

- a. ASI will conduct an annual evaluation of technology assets acquired through ASI funding to determine their active utilization.
- b. The evaluation will assess whether the assets are still in active use by the projects or groups they were initially allocated to support.
- c. The evaluation process will be coordinated by the ASI Director, in collaboration with the ASI IT Director and ASI Operations and Facilities Director.

Repurposing Process:

- a. If a technology asset purchased using ASI funds is found to no longer be actively used due to project completion or reduced need, it will be considered for repurposing.

- b. The ASI Director and ASI IT Director will work together to determine if the asset can be repurposed for alternative uses within ASI.
- c. Repurposing may involve reallocating the asset to another ongoing project or group that can benefit from its functionality and capabilities.
- d. Consideration will be given to the potential impact on ongoing projects and groups before making repurposing decisions.

Resource Optimization:

- a. The purpose of repurposing technology assets is to maximize their value and utility, minimizing wastage and promoting sustainability within ASI.
- b. Repurposing efforts should prioritize meeting the scientific research and educational needs of ASI projects and groups.
- c. Repurposed assets should align with the goals and objectives of ASI's mission to advance space-related research and education.

Communication and Documentation:

- a. The outcomes of the annual evaluation and repurposing process will be documented by the ASI IT Director.
- b. Clear communication will be established between the ASI Director, ASI IT Director, and relevant projects or groups to ensure transparency and collaboration throughout the process.
- c. Documentation will include details of repurposed assets, their new allocation, and any necessary updates to project or group responsibilities.

Compliance and Review:

- a. All ASI projects and groups receiving ASI-funded technology assets are expected to comply with this policy.
- b. Compliance will be reviewed periodically to ensure adherence to the evaluation and repurposing guidelines.
- c. The policy will be reviewed and updated as needed to reflect changes in technology, funding, and organizational requirements.

Exceptions

Exceptions will be considered on a case-by-case basis. Exceptions must be reviewed and approved by the Institute Director and ASI Information Technology Administration.

History/Revision Dates

Effective Date	Version #	Author	Description
May 30, 2023	1.0	Nic Altamirano	Initial version.

Next Review Date: 5/30/2024