

Certified Asset Management Professional

Hours: 40 Hours

Training Methodology:

1. Interactive Engagement: We will incorporate a range of interactive exercises, simulations, and group activities to actively engage participants and facilitate hands-on learning.

2. Participant Involvement: We will introduce regular opportunities for participant involvement, including group discussions, feedback sessions, and reflection exercises, to ensure that the training remains interactive and relevant to their needs.

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Course Overview: The Certified Asset Management Professional course provides a comprehensive understanding of IT Asset Management (ITAM) principles, practices, and processes. Over the span of five days, participants will delve into key areas of ITAM, including software and hardware management, compliance, financial management, and vendor relations. Through a blend of theoretical knowledge, case studies, and practical activities, this course equips professionals with the skills needed to effectively manage IT assets within their organizations.

Certified Asset Management Professional

Day 1: Introduction to IT Asset Management and Core Functional Areas

Topics Covered:

- **Introduction to IT Asset Management (ITAM)**
 - Definition and Importance of ITAM
 - Benefits of ITAM for Organizations
 - **Activity Assessment:** Group discussion on the current state of ITAM in participants' organizations
- **The 12 IAITAM KPAs for ITAM**
 - Overview of IAITAM Key Process Areas (KPAs)
 - Detailed Explanation of Each KPA
 - **Case Study:** Analyzing a company's implementation of IAITAM KPAs and its outcomes

- **Core Functional Areas**
 - Understanding Core Functional Areas in ITAM
 - Integration of Core Functional Areas within an ITAM Program
 - **Activity Assessment:** Interactive exercise on mapping core functional areas to ITAM activities
- **ITAM Roles and Responsibilities**
 - Key Roles in ITAM
 - Responsibilities of ITAM Professionals
 - **Case Study:** Role-play exercise on different ITAM roles and their responsibilities

Day 2: Program and Acquisition Management

Topics Covered:

- **Program Management**
 - Developing and Managing ITAM Programs
 - Best Practices for ITAM Program Management
 - **Case Study:** Review of a successful ITAM program implementation
- **Acquisition Management**
 - IT Asset Procurement Processes
 - Vendor Selection and Management
 - **Activity Assessment:** Simulation of a procurement process and vendor negotiation
- **Asset Identification Management**
 - Techniques for Identifying IT Assets
 - Importance of Accurate Asset Identification
 - **Case Study:** Analyzing a case of successful asset identification and its impact on ITAM
- **Communication & Education Management**
 - Communication Strategies in ITAM
 - Training and Educating Stakeholders
 - **Activity Assessment:** Developing a communication plan for an ITAM initiative

Day 3: Hardware and Software Asset Management

Topics Covered:

- **Software Asset Management (SAM)**
 - Introduction to SAM
 - SAM Processes and Best Practices
 - License Management
 - **Case Study:** Exploring a real-world example of SAM implementation and its challenges
- **Hardware Asset Management (HAM)**
 - Introduction to HAM
 - Lifecycle Management of Hardware Assets
 - Inventory Management Techniques
 - **Activity Assessment:** Workshop on creating a lifecycle management plan for hardware assets
- **Compliance Management**
 - Understanding Compliance in ITAM
 - Strategies for Ensuring Compliance
 - Handling Audits and Non-compliance Issues
 - **Case Study:** Case review of a company facing compliance issues and how they resolved them

Day 4: Financial, Policy, and Disposal Management

Topics Covered:

- **Financial Management**
 - Financial Aspects of ITAM
 - Cost-Benefit Analysis and Budgeting
 - Financial Reporting in ITAM
 - **Activity Assessment:** Group exercise on conducting a cost-benefit analysis for an ITAM project
- **Policy Management**
 - Developing ITAM Policies
 - Policy Implementation and Enforcement

- **Case Study:** Analysis of policy development and its impact on ITAM efficiency
- **Disposal Management**
 - IT Asset Disposal Methods
 - Environmental and Security Considerations
 - Documentation and Reporting for Disposal
 - **Activity Assessment:** Creating a disposal plan for end-of-life IT assets
- **Documentation Management**
 - Importance of Documentation in ITAM
 - Types of ITAM Documentation
 - Best Practices for Maintaining Accurate Records
 - **Case Study:** Evaluating documentation practices in a sample organization

Day 5: Advanced ITAM Practices and Vendor Management

Topics Covered:

- **Legislation Management**
 - Understanding ITAM-related Legislation
 - Compliance with Legal Requirements
 - **Case Study:** Reviewing the impact of specific legislation on ITAM practices
- **Project Management**
 - Project Management Principles in ITAM
 - Managing ITAM Projects Effectively
 - **Activity Assessment:** Interactive session on planning and executing an ITAM project
- **Vendor Management**
 - Importance of Vendor Management in ITAM
 - Building and Maintaining Vendor Relationships
 - Vendor Performance Evaluation
 - **Case Study:** Case review of successful vendor management and its benefits
- **ITAM Business Practices to Find Savings**
 - Identifying Cost-Saving Opportunities

- Strategies for Reducing IT Asset Costs
- **Activity Assessment:** Brainstorming session on identifying cost-saving opportunities in ITAM