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# Indicators of Digital Readiness

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<b>Indicator</b>	<b>Inventory Management Solution</b>
<b>Element</b>	<b>Technology Support and Services</b>
<b>Priority Level</b>	<b>P2</b>
<b>Organizational Level</b>	<b>District</b>

## **Description of the Indicator**

District should decide upon and utilize an inventory management solution.

## **Why is this indicator important?**

A tool that can record an asset's make, model, serial number, location, assignment, cost, and lifespan is an invaluable tool. Districts that are Digital Ready are leveraging an inventory management solution to assist with decisions on future planning and deployment of assets.

## Indicator Rubric

<b>Insufficient Evidence of Implementation</b>  (0 Points)	<ul style="list-style-type: none"><li>● District currently does not have, nor has a plan to, implement an inventory management solution</li></ul>
<b>Foundational Stage of Implementation</b>  (2 Points)	<ul style="list-style-type: none"><li>● District has a plan in place to implement an inventory solution</li><li>● The solution is not currently providing an accurate inventory or easy to access reports on all district assets</li></ul>
<b>Achieving Success in Implementation</b>  (4 Points)	<ul style="list-style-type: none"><li>● District is currently implementing an inventory management solution that ensures accurate inventory and provides easy to access reports on all district assets</li><li>● The tool can record an asset's make, model, serial number, location, assignment, cost, and lifespan</li></ul>
<b>Exemplary Success in Implementation</b>  (6 Points)	<ul style="list-style-type: none"><li>● District inventory management solution is being utilized to assist with decisions on future planning and deployment of assets</li><li>● The Inventory is being managed on a regular basis<ul style="list-style-type: none"><li>○ Inventory entry of new equipment</li><li>○ Removal of obsolete hardware from inventory that has been officially release via proper recycling procedures</li></ul></li></ul>

### Who in the school/district should lead and be involved with this indicator?

- Technology Leader
- IT Personnel

### How to execute the indicator

- Communicate with other districts regarding management solutions.
- Research available inventory management solutions.
- Request demos of inventory management solutions.
- Consider developing an inventory management solution (if no out-of-box solution fits needs)
- Assess inventory management solutions with own data.
- Determine which inventory management solution is best for your application.
- Establish and implement processes and procedures for utilizing solution

## Evidence to submit for successful execution of this action

- Export of detailed report of current inventory from Inventory management solution
- Evidence of exemplar success would include documentation that demonstrates how this data is used to make procurement decisions for this and future years

## Resources schools can use to complete this action successfully

- [48 Top Inventory and Asset Management Resources for Schools and Educators](#)
- [Information Technology Control & Audit](#)
- [Sample Asset Inventory Sheet](#)

## Certified Schools Exemplars

### 1. [Amerigo A. Anastasia, Long Branch, 2018 Bronze Certified](#)

Our district uses a suite that PDQ offers to run PDQ Inventory and PDQ Deploy. These 2 pieces of software allow for us to both track our networked computers, laptops, etc. as well as deploy software to them through pushes and schedules on an individual and/or mass basis. It also allows us to pull detailed information on any device.

### 2. [Memorial School, Old Bridge Township Public Schools, 2018 Bronze Certified](#)

The district conducts a yearly review of all devices with a potential refresh cycle of 3 years for mobile devices and of 5 years for desktops. Devices are replaced as budget allows. Principals also utilize individual school budgets to purchase devices for their schools on a small scale. Purchases for special needs students are expedited through the Department of Special Services.

Inventory is reviewed and updated utilizing a "shared" Excel Spreadsheet housed in Office 365 and is readily accessible to Technology Staff from all district locations. In addition to devices, this inventory includes all peripherals—including printers, MFP devices, interactive boards, projectors, etc. Also included is the age, software version, and performance status.

District partners, such as MRA International and Tomorrow's Office which provide us support for computers, printers, and copiers utilize our format for this spreadsheet and easily update information and provide feedback regarding repair history and status. All inventories are reconciled and maintained during the school year by our technology staff in concert with MRA and Tomorrow's Office.

From a process perspective, each building's technician is responsible for ensuring that any technology assets are correctly tagged and labeled and checked into the appropriate inventory system. The asset is identified during the purchasing stage by our vendor, MRA, or if equipment is re-purposed or re-distributed, by the building technician at the time of movement.

Each technician maintains a checklist of technology equipment for their classrooms. District technicians verify location and asset and make sure everything is in working order. Any deficiencies are reported to the building principal and technology director.

Each building technician is also responsible for making recommendation for replacement of aging equipment. These recommendations are reviewed by the senior network technician and technology director for placement on the refresh schedule.

Utilizing historical information provided internally as well as by our partners, the district can make decisions regarding replacement, upgrade or removal of obsolete equipment. This information is shared via district committees.

With the completion of a switch upgrade to several elementary schools, central administration, and both high school buildings this summer, all switches will be 3 or less years old. Servers are routinely updated as part of our refresh cycle,

all servers are less than 5 years old. All district wifi has been evaluated and remediated as of March, 2018.

Devices are replaced according to an established recycle plan. Equipment is deemed to be obsolete or in need of replacement when one or more of the following conditions exists:

- \* Replacement or repair parts are no longer available

- \* The equipment will no longer support proper operation of approved software applications

All obsolete equipment is stripped of usable parts, labeled and inventoried as "obsolete" and is disposed of via a third party via EPA and DEP regulations and Board of Education policies. Our third-party vendor provides proof of disposal in compliance with state and federal regulations.