

D173: Demo of ISO/IEC 19770-1:2017 IT Asset Management System Documentation and Awareness Training kit **Price 799 USD**

Totally editable documentation package and awareness training package for quick process improvement
to implement the IT Asset Management System in your organization

Completely editable documentation and training toolkit (Manual, procedures, policies, exhibits, SOPs, process
approach, job description, blank forms, audit checklists; ppt presentation and student manual, etc.)

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Chapter-1.0 CONTENTS OF ISO/IEC 19770-1:2017 DOCUMENTATION AND AWARENESS TRAINING KIT (More than 140 files)

A. This editable documentation kit has 12 main directories in Word/Excel, as below:

Sr. No.	Directory	Details of Documents
1.	IT Asset Manual	21 Files in MS Word
2.	Procedures	15 Procedures in MS Word
3.	Policies	16 Policies in MS Word
4.	Standard Operating Procedures and Plan	04 Standard Operating Procedures and 01 Plan in MS Word
5.	Exhibits	05 Exhibits in MS Word
6.	Blank Formats /Templates Name of departments	65 Blank Formats in MS Word / excel
	AMS	30 formats in MS Word / excel
	Training (TRG)	06 formats in MS Word / excel
	Outsource (OUT)	08 formats in MS Word / excel
	Asset	15 formats in MS Word / excel
	Hardware maintenance (HW)	02 formats in MS Word / excel
7.	Job Description	10 job description in MS Word
8.	Management Review agenda & minutes	01 Management Review agenda & minutes in MS Word
9.	Process Approach	04 Process Approach in MS Word
10.	ISO/IEC 19770-1:2017 Audit checklists	More than 700 questions
11.	Sample Risk Assessment Sheet	01 File in MS Excel
12.	ISO/IEC 19770-1:2017 document compliance matrix	01 File in MS Excel

Total 140 files in editable form; Quick Download by e-delivery

For more information about ISO/IEC 19770-1:2017 Documentation and Awareness Training kit [Click Here](#)

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Part-2: ISO/IEC 19770-1:2017 Awareness training kit

Part – 2: Training: ISO/IEC 19770-1:2017 awareness training

A. PPT Presentation	No. of Slides
1. Overview of IT Asset Management System	33 slides
2. ISO/IEC 19770-1:2017 requirements	68 slides
3. Terms and Definitions	06 slides
4. ISO/IEC 19770-1:2017 documentation	15 slides
5. Establishing an ITAMS Risk Assessment Risk Management Risk Treatment	27 slides
6. Step for ISO/IEC 19770-1:2017 installation	12 slides
B. Literature	
A literature to understand ISO/IEC 19770-1:2017 subject well in 05 chapters, 02 workshops and 01 case study	Approx. 50 pages in MS Word
C. Work shops	20 questions to solve
D. Case study	2 case study

Part-1: Documented information package:

Our documentation kit contains sample documents required for ISO/IEC 19770-1:2017 certification as listed below. **All documents are in MS-Word/Excel files and you can edit them.** You can make changes as per your organization's need and **within few days your entire documents** with all necessary controls will be ready. In the ISO/IEC 19770-1:2017, documented information (procedures, etc.) are required a few places only. But for making the system better, we have provided many editable templates from which a user can select templates as per their own requirement and make some minor changes in them to make own system. Two types of documented information are provided in this kit, as listed below:

1. **Maintain documented information (Scope, Manual, etc.)**
2. **Retain documented information (Forms / Templates)**

Under the main directories, further files are provided in MS Word document as per the details given below.

1. IT Asset Manual:

It is a sample copy of IT asset management system manual having clause-wise details of how ISO/IEC 19770-1:2017 system is implemented. The IT asset management system manual is tier-1 of ISO/IEC 19770-1:2017 documents and covers list of procedures as well as overview of organization. This manual has total 10 chapters covering company profile, amendment sheet, index, clause-wise details as per ISO/IEC 19770-1:2017 for implementation, sample policy and organization chart.

For more information about ISO/IEC 19770-1:2017 Documentation and Awareness Training kit [Click Here](#)

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(A) Table of Contents

Chapter No.	Subject	Page No.	ISO 19770-1 Clause Reference
Section – 1			
1.	Company profile	1 – 4	-----
2.	Table of contents	1 – 2	-----
3.	Control and distribution	1 – 3	-----
Section – 2			
4.	Context of the organization	1 – 3	4.0
	Understanding the organization and its context		4.1
	Understanding the needs and expectations of stakeholders		4.2
	Determining the scope of the IT asset management system		4.3
	IT Asset management system		4.4
5.	Leadership	1 – 3	5.0
	Leadership and commitment		5.1
	Policy		5.2
	Organizational roles, responsibilities and authorities		5.3
6.	Planning	1 – 5	6.0
	Actions to address risks and opportunities for the IT asset management system		6.1
	IT Asset management objectives and planning to achieve them		6.2
7.	Support	1 – 6	7.0
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	Competence		7.2
	Awareness		7.3
	Communication		7.4
	Information Requirements		7.5
	Documented information		7.6
8.	Operation	1 – 4	8.0
	Operational planning and control		8.1
	Management of change		8.2
	Core data management		8.3
	License management		8.7
	Security management		8.5
	Other processes		8.6
	Outsourcing and services		8.7

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	Mixed responsibilities between the organization and its personnel		8.8
9.	Performance evaluation	1 – 3	9.0
	Monitoring, measurement, analysis and evaluation		9.1
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10.	Improvement	1 – 2	10.
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Annexure

ANX-I	List of Documented Information	1 – 1	=====
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ANX-V	Organization Structure	1 – 1	=====
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ANX-VIII	IT Asset Life Cycle	1 – 2	=====
ANX-IX	IT Asset Management System Implementation	1 – 1	=====
ANX-X	Organizational Strategic Plan / IT Asset Management Model	1 – 1	=====
ANX-XI	IT Asset Non Conformance Process	1 – 1	=====

2. Procedures (15 procedures):

Sample copies of mandatory procedures as per ISO/IEC 19770-1:2017 are provided, which cover all the details like purpose, scope, responsibility, how procedure is followed as well as the list of exhibits, reference documents and formats. The list of sample procedures provided in the kit is given below.

List of Procedures

- | | |
|---|---|
| <ol style="list-style-type: none"> 1. Procedure for Risk Management 2. Procedure for Competence and Awareness 3. Procedure for Communication 4. Procedure for Control of Documented Information 5. Procedure for Management of Fixed IT Assets 6. Procedure for Business Continuity Management 7. Procedure for Management of Change | <ol style="list-style-type: none"> 9. Procedure for Physical and Environmental Security for IT asset 10. Procedure for Organization Security 11. Procedure for Supplier Management 12. Procedure for Internal IT Asset Audit 13. Procedure for Management Review 14. Procedure for Control of Nonconforming IT Assets 15. Procedure for Corrective Action & Preventive |
|---|---|

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Action

8. Procedure for Legal Requirements

3. Policies (16 policies):

Sample copies of policies as per ISO/IEC 19770-1:2017 are provided. The list of sample policies provided in the kit is given below.

List of policies

- | | |
|---|--|
| 1. IT Asset Management Policy | 9. Network Security Policy |
| 2. Backup and Restoration Policy | 10. Patch Management Policy |
| 3. Business Continuity Management Policy | 11. Remote Access Policy |
| 4. Change Management Policy | 12. Electronic Devices Policy |
| 5. Communication and Operations Management Policy | 13. Laptop Policy |
| 6. Compliance Policy | 14. Mobile Computing policy |
| 7. Incident Management Policy | 15. Asset Authorization & Control policy |
| 8. IT Asset Risk Management Policy | 16. Working in Secured Areas policy |

4. Standard Operating Procedures and Plan (04 SOPs and 01 plan):

Sample copies of standard operating procedures and Strategic IT Asset Management Plan as per ISO/IEC 19770-1:2017 are provided. The list of standard operating procedures and plan provided in the kit is given below.

List of Standard Operating Procedures and plan

1. Standard operating procedure for Server Hardening
2. Standard operating procedure for the Management of Removable Media
3. Standard operating procedure for Business Continuity
4. Standard operating procedure for IT Asset Management
5. Strategic IT Asset Management Plan

5. Exhibits (05 exhibits)

Sample copies of exhibits as per ISO/IEC 19770-1:2017 are provided. The list of sample exhibits provided in the kit is given below.

List of Exhibits

1. Stakeholders' Needs & Expectations
2. Codification System
3. Documented Scope of Work
4. Skill Requirements
5. Multi Skill Requirements

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6. Blank sample formats for all the departments (65 sample formats)

This directory includes sample copy of blank forms that are required to maintain records as well as establish control and create system in the organization. The samples are given for the users as a guide to follow. The organization is free to change the same to suit their own requirements. The blank formats can be used as templates. A total of 65 blank formats are provided as per the list given below.

List of blank formats

- | | |
|---|--|
| 1. Master List & Distribution List of Documents | 34. Job Description & Specification |
| 2. Change Note | 35. Training Report |
| 3. Calibration Status of Instruments / Equipment | 36. Multi Skill Analysis |
| 4. Master List of Records | 37. Employee access register template |
| 5. IT Asset Objectives Monitoring Sheet | 38. Visitor access register template |
| 6. Audit Plan / Schedule | 39. User Physical Access Request Form |
| 7. ISO 19770-1:2017 IT AMS Clause wise Audit Review Report | 40. IT Asset Movement Register |
| 8. IT AMS Internal Audit Non-Conformity Report | 41. Purchase Order (Outsourcing) |
| 9. Continual IT Asset Management Plan | 42. Outsourcing Activity Provider List |
| 10. Corrective Action Report | 43. Outsourcing Provider Registration Form |
| 11. List of IT asset | 44. Purchase Request Form |
| 12. Communication Report | 45. Outsourced Service Details |
| 13. Management Review Meeting | 46. Vendor Performance Report |
| 14. Risk Analysis Sheet | 47. Third Party Risk Management Template |
| 15. Preventive Action Report | 48. Supplier confidentiality and Non-competition agreement |
| 16. IT Assets Register and Evaluation | 49. IT Asset Inventory Register |
| 17. Risk Assessment and Treatment Plan | 50. IT Asset Identification Tag |
| 18. Business Continuity Test Report | 51. IT Asset Transfer Form |
| 19. Statement of Applicability report | 52. IT Asset Disposal Form |
| 20. Strategic IT asset management plan | 53. Organization Staff Purchase IT Asset |
| 21. Licensing Tracker | 54. Disposal of Non-Conforming IT Asset |
| 22. Capacity Planning of IT asset and Asset Life Monitoring sheet | 55. Hardware Inventory List |
| 23. Change Request Form | 56. Authorization sheet for IT asset |
| 24. Implementation Plan Template | 57. IT asset Authorization request form |
| 25. Post Implementation Review Template | 58. IT Asset Request Form |
| 26. Business Impact Assessment (BIA) questionnaire Template | 59. IT Asset Register Template |
| 27. Corrective Action and Improvement Plan | 60. IT Asset Loss Form |
| 28. IT Test Schedule Template | 61. List of Network Services |
| 29. IT Continuity Test Plan | 62. List of Users |
| 30. IT Continuity Test Report | 63. Network Equipment Register |
| 31. Training Calendar | 64. Breakdown History Card |
| 32. Employee Wise Training & Competence Record Sheet | 65. Preventive Maintenance Checklist |
| 33. Induction Training Report | |

7. Job descriptions (10 job descriptions)

There is ready to use job descriptions with authority and responsibility defined for various categories of persons. The list of job description provided in the kit is given below.

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List of job descriptions

1. Job description for Accountant
2. Job description for Asset Manager
3. Job description for Asset Engineer
4. Job description for ITAMS Coordinator
5. Job description for Director / CEO
6. Job description for Contractor (Maintenance Activity)
7. Job description for Finance Manager
8. Job description for HRD In-charge / Admin In-charge
9. Job description for Legal Manager
10. Job description for Purchase Head / Procurement

8. Management Review agenda & minutes

Sample copies of Management Review agenda & minutes as per ISO/IEC 19770-1:2017 are provided.

9. Process approach (04 process approach)

Sample copies of process approach as per ISO/IEC 19770-1:2017 are provided. The list of sample process approach provided in the kit is given below.

List of process approach

1. Process approach for ITAMS Coordinator Processes
2. Process approach for Engineering
3. Process approach for Outsourcing Activity
4. Process approach for Training Activity

10. ISO/IEC 19770-1:2017 Audit checklist (more than 700 questions)

This covers audit questions based on the ISO/IEC 19770-1:2017 IT asset management system requirements. It will be a very good tool for the auditors to make audit questionnaire for auditing. It will bring effectiveness in auditing. A total of more than 700 questions are prepared on the basis of ISO/IEC 19770-1:2017.

11. Sample risk assessment sheet

A ready-to-use risk template in editable form is given to prepare the risk document for the organization. It is given in an excel format and can be used as a template.

12. ISO/IEC 19770-1:2017 Compliance Matrix

This compliance matrix contains ISO/IEC 19770-1:2017 requirement wise list of documented information for easy reference of users and to understand how this system is made.

Part-2: Training: ISO/IEC 19770-1:2017 awareness training:

A. Presentation: -

Under this directory further files are made in power point presentation as per the chapter listed below.

- Topic wise power point presentation in 6 modules as listed below.

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1. Overview of IT Asset Management System

It covers overview of IT asset management system, benefits and summary of overall system and process for ISO/IEC 19770-1:2017.

2. ISO/IEC 19770-1:2017 requirements

It covers ISO/IEC 19770-1:2017 systems, requirements, to establish the IT asset management system, It gives explanation for many concepts and given in plain English.

3. Terms and Definitions

It covers ISO/IEC 19770-1:2017 terms and definitions as per the IT asset management system.

4. ISO/IEC 19770-1:2017 documentation

It covers IT asset management system documented information details and list of areas where standard demands for documented information. Such documented information with list against the requirements is given.

5. Establishing an ITAMS Risk Assessment Risk Management Risk Treatment

It covers establishing an ITAMS risk assessment risk management risk treatment.

6. Step for ISO/IEC 19770-1:2017 installation

It covers implementation methodology, steps for ISO/IEC 19770-1:2017 certification, the non-conformances, and process, what happens during a certification audit.

B. The literature to understand ISO/IEC 19770-1:2017 subject well:-

This topic covers write up for the ready reference to the participant for understanding and reading the subject to get in depth knowledge on the subject.

It is given in word. You may also use it for further reading and circulations within audience.

Chapter No.	Name of chapter
1.	Overview of ISO/IEC 19770-1:2017 IT asset management system
2.	Requirements of ISO 19770-1:2017 Standard
3.	ISO 1977-1:2017 - Terms and Definitions
4.	ISO/IEC 19770-1:2017 Documented Information
5.	Risk Assessment and Risk Management
6.	Steps for Implementation of ISO/IEC 19770-1:2017

C. Total 02 workshops to understand ISO/IEC 19770-1:2017 requirements:-

This topic covers 02 workshops and total 20 questions with details to find out the ISO/IEC 19770-1:2017 applicable clause number to check effectiveness of training gained by students.

D. There is 02 case study to understand ISO/IEC 19770-1:2017 requirements:-

This topic covers 02 case studies with audit questions with details to find out the ISO/IEC 19770-1:2017 applicable clause requirement to check effectiveness of training gained by students.

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Chapter-2.0 ABOUT COMPANY

Documentation Consultancy is a progressive company promoted by a group of qualified engineers and management graduates having rich experience of over 25 years in ISO consultancy and management areas. The company serves the global customers through on-site and off-site modes of service delivery systems. We offer a full range of consulting services geared towards helping all types of organizations to achieve competitiveness, certification and compliance to international standards and regulations. So far, we have **more than 2700 clients in more than 36 countries**. **Our readymade training kit and editable documentation kit help the clients in making their documents with ease and complying with the related ISO standard faster.**

1. Our promoters and engineers have rich experience of providing management training and ISO series consultancy for **more than 2700 companies** globally. We have clients **in more than 36 countries**.
2. We are a highly qualified team of 80 members (M.B.A., Degree Engineers). Our Director has rich professional experience in this field (since 1991).
3. We have 100% success rate in ISO series certification for our clients from reputed certifying bodies. We possess a branded image and are a leading name in the global market.
4. We suggest continual improvement and cost reduction measures as well as provide highly informative training presentations and other products that give you payback within 2 months against our cost.
5. So far, we have trained more than 50000 employees in ISO series certification.
6. We have spent more than 60000 man-days (170 man-years) in the preparation of ISO documents and training slides.

Documentation Consultancy is committed for:

1. Personal involvement and commitment from the day one
2. Optimum charges
3. Professional approach
4. Hard work and updating the knowledge of team members
5. Strengthening clients by system establishment and providing best training materials in any areas of management to make their house in proper manner
6. Establishing strong internal control with the help of system and use of the latest management techniques.

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Chapter-3.0 USER FUNCTION

3.1 Hardware and Software Requirements

A. Hardware

- Our documentation kit can better perform with P4 and higher computers with a minimum of 10 GB hard disk space.
- For better visual impact, you may keep the setting at high color.

B. Software

- Documents are written in MS-Office 2007 and Windows XP programs. You are, therefore, required to have MS-Office 2007 or higher versions with Windows XP.

3.2 Features of Documentation kit

- The kit contains all necessary documents as listed, and complies with the requirements of system standards.
- The documents are written in easy to understand English language.
- This kit will save much time in typing and preparing your documents at your own.
- The kit is user-friendly to adopt and easy to learn.
- The contents of this kit are developed under the guidance of experienced experts.
- The kit provides a model of the management system that is simple and free from excessive paperwork.

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Chapter-4.0 BENEFITS OF USING OUR DOCUMENTATION KIT

1. By using these documents, you can save a lot of your precious time while preparing the ISO documents.
2. The kit takes care of all the sections and sub-sections of ISO/IEC 19770-1:2017 standards and helps you to establish better system.
3. This documentation kit enables you to change the contents and print as many copies as you need. The users can modify the documents as per their industry requirements and create their own ISO/IEC 19770-1:2017 documents for their organization.
4. It will save much cost in document preparation.
5. You will get a better control in your system due to our proven formats.
6. You will also get a better control in your system as our proven documents and templates are developed under the guidance of experts and globally proven consultants. The team has a rich experience of more than 25 years in the ISO consultancy.
7. Our products are highly sold across the globe and are used by many multinational companies. They have got total satisfaction as well as experienced value for money.
8. In the preparation of documentation kit, our team has verified and evaluated the entire content at various levels. More than 1000 hours have been spent in the preparation of this documentation kit.
9. The entire kit is prepared by a globally proven team of leading ISO consultants.

Chapter-5.0 METHOD OF ONLINE DELIVERY

On completion of the secured purchase, we provide a username and password to download the product from our FTP server. We provide instant online delivery of the kit to the users by sending an e-mail of username and password.

For purchase, Click Here →



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