

## Certification in IT Asset Disposition (CITAD)

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### Course Summary

#### Description

The IAITAM Certification in IT Asset Disposition (“CITAD”) course prepares individuals to manage the IT asset disposal process within an organization. Best practices in IT Asset Disposition (“ITAD”) are broken down from policy management, data security to chain of custody transitioning. Attendees whose job responsibilities include ITAD will take away the knowledge of how to avoid risk of data loss and public exposure that surround a breakdown in ITAD process management. ITAD best practices, financial return, data security global implications and the importance of vendor management are just a few of the topics incorporated in the CITAD course. With IAITAM’s ITAD Best Practices, ITAD will no longer be viewed as corporate overhead, but rather a profit center and area of risk mitigation.

Today IT Asset Disposition is more than a waste product for an organization. Numerous options for disposal are available to the enterprise. Savings opportunities from equipment reuse, software redeployment and resale provide savings opportunities and possibly pay for or afford a positive cash flow for the ITAD process. Along with opportunities and savings are risks associated with mishandled, lost or stolen assets caused by improper oversight. At any step during the ITAD process, errors can and do occur and organizations can be subject to fines, penalties and public disgrace. By taking the CITAD course, attendees will learn how to mitigate the risks associated with improper disposal of IT assets and determine the appropriate path for their organization and the options available.

#### Topics

- IT Asset Disposition Best Practices
- Introduction and Program Management
- Disposition Overview
- Governance of Electronic Disposal • Foundations for Disposal Management
- The Process Begins – Removal, Storage, Transport, and Security
- Disposal Processes – Software and Hardware Related
- Building the Business Case
- Using Automation – Bar Coding, RFID and ITAM Tools
- Working with Vendors
- Financial Management/Executive Reporting
- Questions and Review Before Test

#### Duration

One day

Training to be provided by Anglepoint which is an accredited training organization with IAITAM.

