



ITAM IN PROGRESS:

Build, Improve, Repeat

ITAM IN PROGRESS: **BUILD, IMPROVE, REPEAT**



Whether you're just getting started with IT Asset Management (ITAM) or looking to strengthen a mature program, success doesn't come from tools alone. It comes from consistent execution across the areas that matter most: asset visibility, data accuracy, lifecycle control, real-time updates, and system integration.

These five focus areas are commonly used in ITAM maturity models and assessments. Improving even one can help you reduce waste, gain visibility, and keep your IT operations running smoothly. Each section of this guide is designed to help you identify gaps, strengthen your processes, and take practical steps forward with confidence.

FOCUS AREA 1:

ASSET DISCOVERY

Know what you have, where they are, and who is using them.

Asset discovery is the foundation of a successful ITAM program. Without a complete and accurate inventory, processes like support, planning, procurement, and audits become unreliable. Strong discovery practices eliminate blind spots, identify ghost or underutilized assets, and build a reliable foundation for your entire asset management strategy.

Tips to strengthen discovery:

1. **Start with visibility** - List the assets you already know. Even a basic spreadsheet or procurement export is a good starting point. Many organizations uncover duplicates, lost items, or unused devices during this step.
2. **Standardize intake and tagging** - Use consistent naming conventions, asset tags, and barcodes. Label accessories like chargers and dongles. Intake checklists and photos help reduce confusion later.
3. **Use automation and cross-checks** - Use discovery tools or endpoint agents to find assets missed during manual entry. Compare procurement data with your asset database to spot ghost or mismatched items. Archive unused devices instead of deleting them to preserve history.
4. **Link assets to users and locations** - Track each asset by user, department, and location. This improves accountability and makes audits and reassignments easier.

FOCUS AREA 2:

DATA ACCURACY

Accurate data leads to better decisions, faster support, and successful audits.

An asset list is only useful if the data is reliable. Outdated or inconsistent records can cause delays, budgeting errors, and compliance failures. Data accuracy ensures that your system reflects real-world conditions, including who owns what, where items are located, and what condition they are in. When your data is reliable, your team can work with greater confidence and efficiency.

Tips to improve accuracy:

1. **Keep records clean and current** - Perform regular audits or cycle counts. If you're still managing assets in spreadsheets, use dropdown menus and required fields to reduce human error.
2. **Create team-wide alignment** - Ensure IT, finance, procurement, and support teams use the same asset categories and naming conventions. Update records promptly after employee changes.
3. **Build strong habits and enforce controls** - Set alerts for missing, overdue, or inactive assets. Train staff on naming conventions and ITAM policies.
4. **Use audit trails to maintain accountability** - Use logs or version histories to track who made changes and when. This helps with accountability and audit readiness.

FOCUS AREA 3: LIFECYCLE MANAGEMENT

Manage assets through every stage, from purchase to retirement.

IT asset management is not just about knowing what assets exist. It also involves managing their entire lifecycle through acquisition, deployment, maintenance, reassignment, and secure disposal. With clear lifecycle policies and workflows, you can maximize asset value, plan replacements, and reduce risks tied to outdated or unaccounted-for equipment.

Tips to strengthen lifecycle control:

1. **Plan from onboarding to offboarding** - Automate asset assignments before new hires start. When employees leave, trigger asset return checklists to prevent losses.
2. **Manage retirement and sustainability** - Make secure data wiping part of offboarding. Store Certificates of Data Destruction (CDDs) and ITAD receipts for audit readiness. Document how devices were retired, whether recycled, donated, or destroyed.
3. **Track and forecast** - Review warranties, refresh cycles, and retirement plans annually. Set alerts for expiring warranties or lease renewals. Generate lifecycle cost reports to support forecasting and budgeting.

Don't just track assets. Manage their full journey.

[See how Teqtivity automates lifecycle management from day one.](#)

FOCUS AREA 4:

INTEGRATIONS

ITAM works best when it is connected to your other systems.

A strong ITAM program should not operate in isolation. When it integrates with HR, finance, procurement, and IT support systems, it eliminates duplicate data entry and ensures a shared view of asset status. This kind of alignment improves collaboration across teams, supports faster onboarding and offboarding, and creates a single source of truth for asset-related decisions.

Tips to improve integrations:

1. **Connect with business tools** - Integrate your ITAM system with procurement platforms, HR tools, IT service desks, and financial systems. This reduces double entry and avoids miscommunication.
2. **Customize for stakeholders** - Build dashboards tailored to different teams. Finance may need depreciation data, HR needs onboarding status, and IT focuses on device health or warranties.
3. **Align policies and processes** - Create standardized workflows for asset approvals, license management, and retirements. Develop a shared ITAM policy so all departments know what's expected.
4. **Revisit integration performance regularly** - Check for sync errors, broken connections, or systems that need to be added. Routine reviews keep your ITAM program in sync with business needs.

Disconnected systems waste time and create risk.
[Discover Teqtivity integrations that make ITAM seamless.](#)

FOCUS AREA 5:

REAL-TIME UPDATES

Keep your asset records current so your team can take informed action.

Assets are always moving. They are assigned, returned, repaired, lost, or retired. If your system lags behind, your team ends up working with outdated information. Real-time updates make your data more useful for help desk teams, audits, inventory checks, and decision-making. Keeping records current helps reduce downtime, confusion, and errors.

Tips to make updates timely and accurate:

1. **Sync with systems** - Connect ITAM with your MDM, HRIS, and help desk tools. Automate updates when users are onboarded, offboarded, or file support tickets.
2. **Make field updates easy** - Equip field or warehouse staff with mobile scanners or apps. Allow them to update asset statuses immediately without relying on centralized teams.
3. **Monitor and react** - Watch high-risk or frequently moved assets. If something goes missing, use MDM tools to locate, lock, or wipe the device. Always record the action in your system.

You don't need a perfect system to have a successful ITAM program. What matters most is making intentional, steady progress. Focus on building good habits, cleaning up what you can, and improving one area at a time.

From early-stage programs to large-scale environments with thousands of assets, these five focus areas offer a practical path forward. Start with asset discovery and data accuracy to build a strong foundation. Then strengthen your lifecycle workflows to manage assets through every stage. Once those are in place, connect your ITAM system with other tools to streamline operations. Finally, enable real-time updates to keep your data current and actionable.

Teqtivity helps you manage every part of this journey. The platform supports asset discovery, data accuracy, lifecycle workflows, system integrations, and real-time updates in one place. No clutter. No confusion. Just clear, actionable insight across your entire IT asset environment.

Each small improvement adds up. With every step, you move closer to a system that is more organized, more efficient, and more valuable to your business. Stay focused. Keep going. You're already on the right track.

See how Teqtivity can support your next step.
Visit www.teqtivity.com or schedule a demo to get started.

CHECKLIST

BUILD A BETTER ITAM WORKFLOW, ONE STEP AT A TIME

Strong IT Asset Management doesn't happen overnight. It's built through steady improvements that make your processes more accurate, efficient, and scalable. This checklist supports both ITAM beginners and experienced teams ready to optimize their workflows.

We've organized practical action items by the level of effort it typically takes to implement them. Use this guide to spot quick wins, plan smart upgrades, and prioritize initiatives based on your team's capacity and readiness. Each task gets you closer to a workflow that reduces waste, improves visibility, saves time, and keeps operations running smoothly.

Low Effort (Quick Wins)

- List all existing assets to get a clear starting point
- Use dropdown menus and required fields to keep data clean
- Update asset status as soon as something changes
- Label accessories and peripherals to reduce loss
- Archive unused or retired assets instead of deleting them
- Link assets to users and physical locations to improve tracking
- Turn on audit trails or version history to track changes automatically

Moderate Effort (Team-Level Coordination)

- Conduct regular inventory checks to keep records accurate
- Fix outdated status or ownership details to maintain reliability
- Review warranties and monitor key metrics like failure rates or downtime
- Log how and when assets are disposed of to support compliance
- Add photos to asset records for faster identification
- Set automated reminders for devices replacements and renewals
- Set up alerts for missing, overdue, or inactive assets
- Allow field teams update records using phones or scanners

- Customize dashboards and reports based each team's needs
- Show how asset tracking saves time and money across departments
- Use intake checklists when receiving new equipment
- Monitor asset activity logs for unusual behavior or inconsistencies
- Train new team members on ITAM tools, policies, and processes

High Effort (Cross-Team Coordination)

- Apply consistent asset tags and naming conventions across systems
- Reassign unused equipment before requesting new purchases
- Compare received items against purchase orders to ensure accuracy
- Secure stakeholder buy-in early to support long-term ITAM goals
- Align naming standards across IT, finance, and operations
- Standardize how asset requests and approvals are handled
- Create a shared ITAM policy document for all departments
- Centralize license keys and software entitlements to avoid compliance gaps
- Review and improve integration performance with connected tools regularly

Very High Effort (Strategic Initiatives)

- Use auto-discovery tools to track assets automatically
- Add ITAM tasks to your onboarding and offboarding workflows
- Ensure all retired devices are wiped and disposal is properly documented
- Automate updates between systems and review accuracy regularly
- Connect ITAM with HR, ITSM, finance, and procurement platforms
- Keep asset records synchronized across all connected systems
- Audit your ITAM system against internal and external standards
- Track sustainability metrics like e-waste reduction or energy usage
- Develop lifecycle cost reports to support budgeting and forecasting
- Integrate MDM to your ITAM platform for full visibility



IT Asset Management Made Easy.

Reduce IT costs, improve security,
and boost productivity with Teqtivity.

Contact us today to schedule a
30-minute product demo & Q&A:

hello@teqtivity.com
www.teqtivity.com

