



Athena IT

IT Asset Health Tracker – Supporting Document

Smarter Lifecycle Decisions for Every Device, License, and Endpoint in Your Enterprise Stack

This toolkit helps IT leaders track, assess, and forecast the health of their technology assets—everything from laptops to licenses, servers to switches.

It's structured into two sheets:

- 1. Asset Inventory & Health Overview**
- 2. Lifecycle Forecast & Replacement Planning**

Each sheet gives you a comprehensive, at-a-glance view of what you own, what's aging, and what needs action.



Sheet 1: Asset Inventory & Health Overview

Purpose:

Centralized view of all hardware and software assets, their current status, ownership, risk level, and support condition. Ideal for daily ops, audits, and health check reviews.

| Column Name | What It Means | How to Use It | Why It Matters |
|---------------------------|---|--|---|
| Asset ID | Unique identifier or tag | Use your internal asset tag or generate unique IDs | For tracking, especially during audits or replacement |
| Asset Type | Hardware, Software, License, etc. | E.g., Laptop, Server, SaaS License, Router | Allows segmentation and reporting |
| Manufacturer / Vendor | Brand or provider | Examples: Dell, Cisco, Microsoft, Google | Useful for vendor management and renewals |
| Model / Product Name | Exact model or software name | E.g., "Latitude 7430", "Office 365 E3" | Aids in procurement decisions and standardization |
| Department / Assigned To | Owner or team using the asset | E.g., Marketing, Finance, or employee name | Traces usage and responsibility |
| Purchase Date | Date the asset was bought | Use MM/YYYY or full date | Helps calculate age, depreciation |
| Warranty / License Expiry | When warranty or license ends | Put NA if not applicable | Enables timely renewal or replacement |
| Health Status | Good / At Risk / Failing | Use dropdown or color code | Quick visual cue on asset viability |
| Support Coverage | In Warranty / Out of Warranty / Unsupported | Optional column based on vendor or internal policy | Tells you whether support is still available |
| Risk Level | Low / Medium / High | Based on age, performance, criticality | Prioritize actions and budget |
| Last Audit Date | When this asset's data was last verified | Add timestamp of last validation | Ensures data stays current |
| Notes | Additional comments | Include context like "running hot", "slow boot", or "shared use" | Adds qualitative info often missed in dashboards |

Sheet 2: Lifecycle Forecast & Replacement Planning

Purpose:

Forecast future spend, plan replacements, and track critical end-of-life assets in advance. Ideal for QBRs, budget planning, and refresh cycles.

| Column Name | What It Means | How to Use It | Why It Matters |
|---------------------------|--|--|--|
| Asset ID | Match with Sheet 1 | Should reference same ID | Links both sheets for tracking |
| Asset Type | Hardware / Software | Auto-filled or copied from Sheet 1 | Ensures consistency |
| Department / Assigned To | Same as Sheet 1 | Helps forecast based on teams | Connects budgeting to business functions |
| Purchase Date | Original purchase date | Used to calculate expected lifespan | Historical record for finance or compliance |
| Expected End-of-Life | Projected retirement or decommission date | E.g., 3–5 years from purchase | Prevents reactive replacements |
| Replacement Cost Estimate | Forecasted cost to replace asset | Estimate based on model or vendor pricing | Useful for budgeting |
| Criticality (1–5) | How critical this asset is to business ops | 5 = mission-critical, 1 = optional or nice-to-have | Prioritizes replacements |
| Replacement Priority | High / Medium / Low | Based on age, performance, and criticality | Helps allocate budget wisely |
| Decommission Plan | Next step after removal | Recycle / Reuse / Redeploy / Destroy / Donate | Tracks ESG policies and asset disposal workflows |
| Budgeted (Y/N) | Is this included in the current fiscal plan? | Useful for CFO discussions | Prevents unplanned CAPEX |
| Comments | Additional info (e.g., pending approval, awaiting quote) | Add business justification or notes | Enhances stakeholder understanding |



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How to Use the Toolkit

1. Populate Asset Inventory (Sheet 1):

- Import/export from your RMM or asset system
- Audit manually for accuracy
- Use color coding on Health Status and Risk Level

2. Fill Lifecycle Forecast (Sheet 2):

- Pull in data from Sheet 1
- Use this during budget and planning meetings
- Update quarterly to keep forecasts relevant

Pro Tips

- Use conditional formatting for Health Status and Risk Level
- Integrate with your service desk or CMDB system if possible
- Review every quarter with IT leadership and finance

Business Benefits

- **Cost Control:** Prevents surprise replacements or emergency spend
- **Operational Readiness:** Avoid failures that impact productivity
- **Strategic Alignment:** Links IT lifecycle to business planning
- **Compliance Ready:** Keeps clean asset records for audits or insurers