

Name: Ray Montes Jr.

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Large Organization Asset Management Policy

BLUF

Microsoft's asset management policy ensures all resources are properly classified, secured, and tracked throughout its lifecycle. Assets must be registered/labeled, assigned a user, and protected through strict security controls. Unauthorized use is prohibited, and out-of-date assets must be securely decommissioned. Regular audits enforce compliance, and violations may result in disciplinary action.

Asset Ownership and Security

All assets must be registered in an inventory system by system administrators and assigned to users who will be responsible for the management and security of it. Employees and contractors will use assets strictly for business purposes and report any lost, stolen, or compromised assets and data immediately. Security measures such as encryption, endpoint protection, and multi-factor authentication will be implemented to prevent unauthorized access. Additionally, software installations and cloud resources must comply with licensing agreements and Microsoft's security policies to ensure compliance and reduce vulnerabilities.

Asset Classification and Usage

All physical and digital assets must be classified based on their criticalness, sensitivity, and impact. High-risk assets, including exclusive data and cloud-based systems, must follow strict access controls and monitoring protocols. Unauthorized devices and software are prohibited from connecting to corporate networks to prevent security breaches. Employees and contractors must

follow usage guidelines to ensure resources are used efficiently and securely, reducing the risk of data exposure, financial loss and asset impairment.

Lifecycle Management and Compliance

Microsoft's assets must be tracked from possession to disposal, ensuring they are properly distributed, maintained, updated, and decommissioned securely. Obsolete or unutilized assets will undergo a tech refresh process, including secure data erasure, to prevent information leaks. Regular audits will be conducted to verify software compliance with asset management policies and ensure accountability. Employees and asset users/owners are responsible for adhering to these policies, and violations may result in disciplinary action and revocation.

Conclusion

By implementing a structured asset management policy, Microsoft can enhance security, improve operational efficiency, and ensure regulatory compliance. Regular evaluations and updates will be conducted to keep the policy aligned with technological advancements and organizational needs. Effective asset management is key to safeguarding Microsoft's critical resources and maintaining a secure and efficient work environment.