

IT ASSET MANAGEMENT (ITAM) RECORDS UPDATE FOR STAFF MOVEMENT ACTIVITIES

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1. OBJECTIVE

To establish a procedure for updating the IT Asset Management (ITAM) system whenever staff movement occurs.

2. SCOPE

This procedure explicitly governs all lifecycle stages of IT asset record reconciliation triggered by official staff movement notifications originating from the Management Services Division (MSD). The scope covers:

- a) All end-user IT assets and inventories associated with the moving staff member.
- b) Staff members and KCDIOM Asset Liaisons involved in staff movement exercises.

3. ACCOUNTABILITY

- a) Management Services Division
- b) IT Resources Unit
- c) Asset Liaison Officer
- d) IIUM Staff

4. ABBREVIATION (If any)

ITD	Information Technology Division
MSD	Management Services Division
ITAM	IT Asset Management System
Staff Movement	Consists of job rotation, transfer, change of scheme, and clearance activities.

5. REFERENCE

- 5.1 IIUM ICT Policy
- 5.2 ICT Regulations
- 5.3 IIUM ICT Security Policy

6. PROCESS FLOW

