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New policy from ITS aims to streamline office computer standards and asset management

(June 16, 2009) It's a big transit system. Somebody's got to manage the technology assets that are streaming through the more than 3,000 network computers tucked away in offices and cubicles.



A new policy from Metro's ITS department is in effect to help employees standardize technology usage, centralize management and tracking of those assets, and to assign roles and responsibilities for the care of those assets.

The new policy, [IT Standards Compliance and Asset Management \(IT-7\)](#), was approved in March.

The policy provides for the lifecycle management of technology assets from procurement through disposition and applies to all departments that request, purchase, install or maintain technology assets, such as software, hardware and accessories.

Technology asset purchases must now be identified and reviewed by ITS prior to the purchase of the assets for compliance to Metro's standards. (For a complete list of IT standards, click [here](#).)

The policy "allows for decision-making power and asset performance within each department, and helps Metro reduce cost while increasing asset uptime that may be diminished by unplanned maintenance," said Elizabeth Bennett, ITS Chief Information Officer.

While helping to streamline the asset management process, Bennett predicts the policy will also increase productivity, facilitate regulatory compliance efforts and keep software licensing on track.

The Information Technology Services (ITS) department will begin enforcement of the policy provisions on July 1. Users may then submit an electronic form from the [ITS website](#) on *myMetro.net* to request an asset, obtain management approval of the asset request, and receive a receipt of the ITS approval to purchase.

Employees who are responsible for specifying, ordering or purchasing technology assets for their department are recommended to attend one of the upcoming information sessions.

IT-7 information sessions are planned for:

- Tuesday, June 23, 9:30 a.m., in the Imperial Conference Room, 12th floor, USG
- Wednesday, June 24, 9:30 a.m., in the Union Station Conference Room, 3rd floor, USG
- Wednesday, June 24, 1 p.m., in the Gateway Plaza Conference

Room, 3rd floor, USG

- Thursday, June 25, 2 p.m., in the Windsor Conference Room, 15th floor, USG
- Wednesday, July 1, 9:30 a.m., in the Windsor Conference Room, 15th floor, USG

For more information, see attached memo: Policy IT-7 – IT Standards Compliance and Asset Management ([PDF](#))

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