7.5 Client Computer Provisioning
Revised: 2012-12-17

Policy Purpose and Scope
The purpose of this policy is to outline the guidelines for computer workstation deployment and ownership changes.

Roles and Responsibilities
The IT Department is responsible for software licenses and hardware location of workstations and laptops that are currently unassigned or are in the process of being decommissioned due to a change of ownership.

Operational Procedures

Workstations
1. Whenever a workstation changes ownership, it must be reimaged.
2. Employee will be asked to move important data to the file-server and make any other operating environment backups needed such as browser bookmarks, password repository, etc.
3. Where required, licenses will be deactivated and cataloged on the wiki for re-use.
4. As user-data should be on the file-server, system backups will not normally be performed.
5. Identifiable data will be updated within our systems including but not limited to:
    a. Firewall DHCP
    b. Network Layout Document
    c. Physical Inventory System
    d. WSUS, Webroot & OSX Updates Document
    e. Internal Wiki (licenses)
6. Machine will be re-imaged from a base PhotoBiz image.
7. Machine will be delivered to employee and employee will be required to sign a form asserting they received the hardware and are responsible for it from that point forward

Laptops / Borrowed Machines

1. Upon receipt of the laptop, a backup will be made using either a direct disk image or file-based backup solution.
2. This data will be kept for a minimum of 2 weeks prior to deletion.
3. If possible, licenses will be deactivated and cataloged for re-use.
4. The machine will then be completely wiped and the OS and essential software installed. (Eventually, PhotoBiz-centric installation images will be used.)
5. Identifiable data will be updated within our systems including but not limited to:
    a. Firewall DHCP
    b. Network Layout Document
    c. Physical Inventory System
    d. WSUS, Webroot & OSX Updates Document
    e. Internal Wiki (licenses)
6. Machine will be delivered to employee and employee will be required to sign a form asserting they received the hardware and are responsible for it from that point forward