



Needs Analysis Guide

Contact Info
Company Name & Title
Company HQ Location
Contact Location
Contact Phone / Email
Decision Maker Name & Title
Decision Maker Contact Info

General Information	Location	Annual Drive Volume
Lease or Own Equip		
Avg. HDD Lifecycle		
Hard Drive support required, by type (SATA, SCSI, etc.)		
Current Method(s) Used for HDDs & optical media		
Is current method centralized or distributed?		
Asset disposal plan in place? If so, who and how?		
Do you currently donate IT equip? Would you if you could do so securely?		
Any "bubble" of HDDs & optical media awaiting sanitization? How many?		

Additional Discussion Points

-Current procurement process for capital equipment (Are HDD serial numbers recorded, is a corporate image placed on workstations before issuance, what department manages procurement, what department manages assignment?)

-Current asset tracking process for capital equipment (Are HDD serial numbers tied to workstation user, are they tied to a specific asset, what department manages lifecycle management or middle-of-life maintenance?)

-Current Data Recovery requirement and solution (How often do you need it, how do you do it, and what does it cost?)