

IT Resource Management Checklist

Date: **[Insert Date]**

To: **[Recipient Name]**

From: **[Your Name]**

Subject: IT Resource Management Checklist

Checklist Items

- Item 1: Assess current hardware inventory
- Item 2: Review software licenses and compliance
- Item 3: Check network security protocols
- Item 4: Evaluate employee access levels
- Item 5: Test backup systems and data recovery
- Item 6: Update IT policies and procedures
- Item 7: Conduct IT training for staff

Action Required

Please complete the items listed above by **[Insert Deadline]** and report back to the IT department.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]