Stockbridge-Munsee Community
MIS Department
Computer Replacement Plan

In an effort to provide the Stockbridge-Munsee Community with appropriate technology resources, the MIS Department has developed this Computer Replacement Plan(CRP). The CRP is a system for centralized management of computers for inventory control and standardization of the desktop computing environment for compatibility and service.

Goal/Objectives

The goal of the CRP is to ensure that computing resources are current and adequate for performing work related tasks.

The objectives of the CRP are to:

- Ensure that all employees using computers in their positions have access to a computer of sufficient capability to support basic computing needs to complete work responsibilities. Basic computing needs include word processing, spreadsheet, database, electronic messaging, Internet access, network file sharing and storage and any department specific software applications.

- Streamline the specification, acquisition and deployment of new equipment and re-deployment or disposal of old equipment.

- Establish a centralized budget for computer acquisition or if more cost effective a lease program.

- Implement minimum standards for computer workstations increasing the supportability of the installed equipment.

- Establish a computer replacement cycle not to exceed five years to ensure employees have the latest computer technology and most recent operating systems.

- Develop a computer replacement plan and review and evaluate the plan annually. The plan will take into consideration information collected through inventory, input from directors and managers, software requirements and departmental priorities.

Computer Workstation Standards

The standard configuration includes both desktop and laptop models. The standard desktop is intended for general office productivity, such as word processing, spreadsheets, electronic messaging, web browsing, and department specific software applications. The laptop configuration combines basic office productivity with portability. The standard laptop configuration is suitable for employees who frequently work at home or on travel. As an alternative to the desktop computer, employees may choose a laptop computer. All laptop requests must be approved by the department director.

Replacement Criteria

- Employees with a heavy reliance on the computer to perform work responsibilities will have first priority for receiving new computers.

- Advances in technology along with age of existing system and the ability to run current software.

- Increasing occurrence of hardware failure of a computer.

- Standardization of computer equipment within departments.

Replacement Process

The following replacement process will take place annually:

1. MIS will complete a thorough inventory of existing computer equipment and meet with department directors and managers for input. At this time, department heads should inform MIS of any current or future grant funds available which they plan to use for the purchase of new computers.
2. MIS will prepare a computer replacement plan identifying computers in need of replacement.
3. The computer replacement plan will be presented to Tribal Council for approval during the budget approval process.
4. A standard workstation configuration will be developed and bids will be requested from vendors.
5. Equipment will be ordered and received.
6. The Asset Department will tag equipment with SMC asset tag and enter the necessary hardware and purchasing information in inventory system.
7. Employees whose computers have been identified and approved for replacement will be contacted to prepare for installation.
8. Training will be scheduled for employees if the new computer is running an operating system or other software that the employee is not familiar with.
9. New equipment will be installed.
10. MIS will maintain an inventory of all computers and no computers will be moved or transferred except by MIS personnel.

Redeployment and Disposal

Some computers that have been replaced by new equipment may still be suitable for use by other employees who do not rely heavily on a computer to perform work responsibilities. MIS will evaluate the condition of this equipment for possible redeployment. All redeployments will be identified in the computer replacement plan. Computer equipment that is not suitable for redeployment will be stripped of usable parts such as RAM, network cards, etc. The hard drive will be removed and destroyed and the remaining central processing unit will be transferred to the Assets Department for proper disposal.