



## CHAMP Course Syllabus

**Course Title:** Certified Hardware Asset Management Professional

**Contact Information:** [Email: [info@iaitam.org](mailto:info@iaitam.org) , Phone Number: 330.638.3012, Office Hours: 9am – 5pm ET]

**Class Schedule:** 9am – 4pm, conducted online via Zoom. The time zone will be determined based on the participant's purchase choices.

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### Course Description

Formulated to tackle the myriad challenges faced by professionals in overseeing hardware assets, the **Certified Hardware Asset Management Professional (“CHAMP”)** Course by IAITAM goes beyond the conventional cradle-to-grave analogy. It delves into the comprehensive lifecycle of IT hardware assets, exploring business practices that optimize efficient and cost-effective management. The focus is on discerning policies that augment lifecycle management, with an emphasis on the effectiveness of policies developed collaboratively across impacted departments. For policies to be impactful, regular reviews to ensure currency, consistent communication, and enforcement are crucial.

Hardware Asset Management holds significant potential for organizational benefits. In today’s economic climate and the constraints on IT budgets, uncovering savings has become paramount. Even organizations previously unfamiliar with asset management are now educating their staff and adopting business practices to maximize every allocated dollar. The Hardware Asset Manager’s success is measured by capturing these savings and demonstrating the percentage of the total IT hardware budget liberated for other organizational projects.

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### Course Objectives

By completing the **Certified Hardware Asset Management Professional (“CHAMP”)** course, participants will be able to:

1. **Establish Effective Inventory Processes:** Design and implement inventory processes and controls, including asset tagging, automation (e.g., discovery tools), and coordination with help desks to ensure hardware assets are assigned to the correct resources based on standards, budgets, and customer needs.
2. **Maintain Hardware Visibility:** Monitor and manage hardware inventory both in use and in storage, building controls and data throughout the asset lifecycle to maximize savings, reduce support costs, streamline rollouts, and maintain organizational efficiency and performance.
3. **Develop Hardware Management Programs:** Create, implement, and promote program elements such as policies, processes, procedures, and performance measurements for hardware acquisition, installation, usage, and disposition.
4. **Ensure Legal Compliance:** Ensure that all stakeholders understand and adhere to legal requirements for managing hardware assets.
5. **Optimize Hardware Allocation:** Provide appropriate hardware for specified users and applications, refresh at optimal intervals to maximize value, and redeploy hardware to minimize unnecessary acquisitions.
6. **Establish Contract Linkages:** Create processes that link information elements, such as uniquely identifying contracts, to track relationships between assets and contract documents effectively.

7. **Problem-Solving with Available Resources:** Leverage available resources to address Hardware Asset Management (HAM) challenges, understanding their interconnected impact on broader business objectives.
  8. **Execute Proper Disposal Practices:** Ensure compliance with disposal regulations, secure organizational data, evaluate disposition choices, harvest reusable software, and audit disposition vendors to maintain accountability.
  9. **Contribute to Organizational Projects:** Plan and actively participate in hardware-related projects that improve organizational efficiency, performance, and goal achievement.
  10. **Lead Vendor Management Efforts:** Provide strategic direction for developing and maintaining an effective Vendor Management program.
  11. **Support Asset Management Teams:** Empower, train, and support personnel assigned to Hardware Asset Management roles.
  12. **Foster Cross-Business Relationships:** Build and maintain productive relationships with various business units, including IT functions and customer-facing teams.
  13. **Secure Executive Support:** Advocate for and sustain executive management support for all IT-related initiatives.
  14. **Enhance Communication Plans:** Develop and execute communication strategies to increase employee awareness of Hardware Asset Management.
  15. **Support CITAM Responsibilities:** Perform tasks and responsibilities in alignment with the goals of the CITAM (Certified IT Asset Manager) program.
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#### **Required Materials – Access to Materials provided 48 hours prior to course**

- Course book: Certified Hardware Asset Management Professional
  - Presentation: Certified Hardware Asset Management Professional (CHAMP)
  - Student guide to Preparing for Exam Success
  - Software/Technology: Computer, internet connection, Zoom Access
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#### **Who Should Attend**

The CHAMP course is designed for individuals with little to no experience in Hardware Asset Management. It serves as a foundational learning resource for entry-level IT Asset Managers and other IT professionals involved in asset management, resource budgeting, finance, software licensing, contract management, and strategic planning. While there are no prerequisites for this course, a basic understanding of contracts and hardware lifecycle management is recommended. Upon completing the course, participants have the option to take the CHAMP certification exam to achieve professional certification.

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**Schedule – Times are approximate depending on Course Discussion**

<b>Time</b>	<b>Topics Covered</b>	<b>Assignments/Exams Due</b>
1 hour	Welcome/Course Expectations, IAITAM Mission, Resources, and Services, What is ITAM?	Heavy note taking
1 hour	The 12 IAITAM KPAs for ITAM, ITAM Business Practices Find Savings, Core Functional Areas	Heavy note taking
1 hour	Software Asset Management, Hardware Asset Management, ITAM Program Core Functional Components	Heavy note taking
1 hour	ITAM Roles and Responsibilities, Program Management, Acquisition Management	Heavy note taking
1.5 hour	Asset Identification Management, Communication & Education Management, Compliance Management	Heavy note taking
1 hour	Disposal Management, Documentation Management, Financial Management	Heavy note taking
1 hour	Legislation Management, Policy Management, Project Management, Vendor Management	Heavy note taking
4 Hours	Read and Review the CHAMP Manual	Read full Manual
2 Hours	Exam Prep	Review PowerPoint and Preparing for Exam Success Doc.
3 Hours	Exam	3 hour timed exam

*Note: Schedule is subject to change.*

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**Grading and Attendance Policy**

- Certification Exams: 3 hours to complete 100 questions. Multiple choice, Single choice, True and false
- Participation: Must participate for the duration of the course and complete attendance link to gain access to exam.
- Grading Scale:
  - Pass - 85% or higher on Exam
  - Fail - below 85% on Exam