

1.2 Number of Computing Devices and Peripherals by Usage

TYPES	Operations			General Administration and Support Services Support to Operations ³	Projects (Not agency-funded)
	Employees	Training	Frontline Services ⁴		
Servers					
Desktop PC					
Laptop / Notebook / Netbook PC					
Multi-function printer (print, copy, etc.)					
Printer only					

1.3 Number of Servers by Capacity and by Location

TOTAL CAPACITY OF HDD	LOCATION	
	IN-HOUSE	CO-LOCATED
Above 4 TB		
2 TB to 4 TB		
Below 2TB		

2. SOFTWARE, APPLICATION SYSTEMS, INFORMATION SYSTEMS AND DATABASES

2.1 Operating Systems

2.1.1 OS for Stand-alone PCs (desktops and laptops)

OPERATING SYSTEM	Lifetime License? ⁵	If not, write below the year of expiration
Older than Windows XP	<input type="checkbox"/>	
Windows XP	<input type="checkbox"/>	
Windows Vista	<input type="checkbox"/>	
Windows 7	<input type="checkbox"/>	
Windows 8 and up	<input type="checkbox"/>	
Linux	<input type="checkbox"/>	
Mac OS	<input type="checkbox"/>	
Mac OS X	<input type="checkbox"/>	
Others, please specify (continue on a separate sheet if necessary)	<input type="checkbox"/>	

2.1.2 OS for Workstations (desktops and laptops)

OPERATING SYSTEM	Lifetime License?	If not, write below the year of expiration
Older than Windows XP	<input type="checkbox"/>	
Windows NT	<input type="checkbox"/>	
Windows XP	<input type="checkbox"/>	
Windows Vista	<input type="checkbox"/>	
Windows 7	<input type="checkbox"/>	
Windows 8 and up	<input type="checkbox"/>	
Solaris	<input type="checkbox"/>	
Linux	<input type="checkbox"/>	
Mac OS	<input type="checkbox"/>	
Others, please specify (continue on a separate sheet if necessary)		

³ Those used in planning, coordination, internal training, monitoring and evaluation

⁴ Those used by external clients

⁵ Mark if yes. Examples are OEM license (software is already installed in the hardware) and Enterprise (Perpetual) license, which does not require renewal and is for life long. (source: <http://www.manageengine.com/products/service-desk/help/adminguide/configurations/software/software-license-type.html>)