



SUBJECT: Desktop Computer Evergreen	CATEGORY: Operations & Administrative Services – Information Management	NO.: O-3.2
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PREAMBLE

Desktop computer hardware, software and related components have a limited lifespan. To ensure SIAS can provide a desktop computing environment that is sustainable, consistent, reliable and technically current, a defined computer replacement, upgrade, repair and cascading policy is required.

The purpose of this policy is to define the requirements and procedures for the regular replacement of all SIAS desktop computers, software and related components within a specific time frame. It also defines requirements for the upgrade & repair and cascading of computer systems within the useful life of the desktop computer system.

For the purposes of this policy, desktop computers refer to any non server computer including laptops and workstations.

POLICY**1. Acquisition & Replacement of Desktop Computers**

- 1.1. SIAS will replace individual desktop computers on a regular four (4) year evergreen cycle. The fiscal year in which a system reaches its 4 year anniversary will be used to determine the end of the evergreen cycle for an individual system.
- 1.2. Exceptions to this policy will be made for those programs or administrative departments where requirements dictate that desktop computers be replaced more often.
- 1.3. Exceptions to this policy may also be made for those program or administrative departments where requirements dictate that desktop computers be replaced at a different rate. These exceptions required approval of the appropriate vice-president.
- 1.4. All desktop computers will be acquired in accordance with SIAS procurement policies and will conform to current SIAS acceptable minimum standards.

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- 1.5. Desktop computers may be retained beyond the 4 year cycle providing the system is used with specialized equipment or software. These systems will not be connected to the SIAST network nor will they be serviced by Information Technology Services. These systems will be excluded from future evergreen cycles.

2. Upgrading and Repair of Desktop Computer

- 2.1. Desktop computer upgrades will not be performed except as required to support unforeseen or vendor mandated changes to software requirements that would render the device unsuitable for its original intended purpose prior to the end of its four year life span.
- 2.2. Programs and departments will be responsible for the cost of any upgrade or repair to computer equipment assigned to them.
- 2.3. Upgrades to desktop computers will not be performed on systems with 12 months or less remaining in its evergreen cycle.

3. Cascading of Desktop Computers

- 3.1. All cascades of desktop computers will be coordinated through Information Technology Services.
- 3.2. A desktop computer with 12 months or less remaining on its evergreen cycle will not be cascaded.
- 3.3. Equipment cascaded without Information Technology Services' approval will not be supported or connected to the SIAST network.
- 3.4. Departments receiving cascaded desktop computers will assume all financial obligations related to replacement of the systems at the end of the systems defined evergreen cycle.
- 3.5. Desktop computers having reached the end of their evergreen cycle will not be cascaded or otherwise redeployed to any other SIAST program, division, department or individual. These systems will be put through SIAST's current asset disposal process.

PROCEDURES

1. Budget unit managers are responsible to request adequate funding for regular desktop computer replacements as required by this policy. Budget unit managers will be provided with a report identifying computers to be replaced in subsequent fiscal years as part of the capital budget cycle.
2. SIAST will replace the standard desktop computer software each time a desktop computer system is renewed. A list of the standard desktop software can be found on the SIAST portal.

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3. Current standards and recommendations, as well as purchase forms for desktop computer systems can be found on the SIAST portal. Systems purchased must include all items on the form except those designated as optional.

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