

Managing IT Assets and Inventory Effectively

Part 1: Office Roleplay Dialogue

Scenario: An IT Technician, David, is conducting an IT asset inventory check with his colleague, Rachel, to ensure the office has enough equipment and software licenses while managing outdated devices.

Rachel: Hey David, I'm ready to go through the IT inventory. Where should we start?

David: Let's begin with the computers and peripherals. Each item has an **SKU** number, which helps us track them in our inventory system. We need to make sure all SKUs match our records.

Rachel: Got it. I see some older laptops on the shelf. Are we still using these?

David: Probably not. Many of them have gone through significant **depreciation**, meaning their value has dropped, and they might not be efficient for daily use anymore. We should check if they need to be replaced.

Rachel: That makes sense. What about software? I noticed a few employees are asking for new programs.

David: We need to check our **license keys** first. Every software application requires a valid license key for activation. If we don't have enough, we might need to purchase additional ones.

Rachel: I'll make a note to check our current software licenses. Also, what do we do with outdated or broken IT equipment?

David: That falls under **E-Waste** management. We can't just throw away electronics because they contain hazardous materials. Instead, we recycle them properly or send them to certified disposal companies.

Rachel: I didn't know that. And for new equipment, do we track how long we keep each device?

David: Yes, that's part of **lifecycle management**. Every device has a lifecycle—from purchase to regular maintenance and eventual disposal. Keeping track of this helps us plan replacements and budget for new purchases.

Rachel: That's really useful. I'll update the asset list with these details.

David: Perfect! Let's finish checking the rest of the office so we can update the inventory report.

Part 2: Comprehension Questions

1. What does an SKU help with?

- (A) Identifying and tracking inventory items
- (B) Speeding up computer performance
- (C) Encrypting company emails
- (D) Connecting devices to Wi-Fi

2. What does depreciation refer to in IT asset management?

- (A) A process of increasing the value of IT equipment
- (B) The gradual decrease in the value of IT equipment over time

- (C) A method for organizing office files
- (D) A way to recycle computers

3. Why does David check the license keys?

- (A) To verify that software can be legally used
- (B) To reset employees' passwords
- (C) To remove viruses from computers
- (D) To test internet connections

4. How should the company handle e-waste?

- (A) By throwing it in the trash
- (B) By recycling it through certified disposal services
- (C) By selling it to employees
- (D) By storing it indefinitely in the office

Part 3: Key Vocabulary Definitions in Japanese

- 1. SKU (Stock Keeping Unit) (在庫管理単位)** – 商品や機器を識別するための番号やコード。IT 機器の在庫管理に使用される。
- 2. Depreciation (減価償却)** – IT 機器の価値が時間とともに減少すること。古くなった機器の買い替え判断に役立つ。
- 3. License Key (ライセンスキー)** – ソフトウェアを有効化し、使用を認証するためのコード。
- 4. E-Waste (電子廃棄物)** – 使われなくなった電子機器。適切な処理やリサイクルが必要。

5. Lifecycle Management (ライフサイクル管理) – IT 機器の導入から廃棄までのプロセスを管理すること。計画的な更新やメンテナンスに役立つ。

Part 3: Answers

1. What does an SKU help with?

☒ (A) Identifying and tracking inventory items

2. What does depreciation refer to in IT asset management?

☒ (B) The gradual decrease in the value of IT equipment over time

3. Why does David check the license keys?

☒ (A) To verify that software can be legally used

4. How should the company handle e-waste?

☒ (B) By recycling it through certified disposal services