

## Columbia University

### Component Inventory and Assessment Timesavers and Shortcuts

- Remember that risk is the driving factor. Prioritize the work to be performed based on the risk of the function followed by the risk of the component –unless the component’s risk is higher than the function’s.
- Perform component inventories and assessments for the highest risk functions first.
- If a component supports more than one function,
  - Inventory it with the first function;
  - As it is inventoried in succeeding functions, just enter the additional function number(s) under “Supported Functions”;
  - Assess it only once.
- If the department or school has multiple components with the same make and model or version, they do not need to be inventoried more than once. In the quantity field, indicate the total number of software licenses, pieces or equipment, etc.
  - Note that sometimes pieces of equipment with embedded devices that have the same make and model number do not always contain the same microchip. If the components are critical to a high risk function, we recommend assessing each component separately.
- If a component that is used by a function is owned or supported by another department or school, include it in the inventory for the function and indicate the owner in the comments.
  - Contact the owner to verify that it is being assessed and remediated, if necessary, by the owner. Obtain this assurance in writing.
- Some items do not need to be, assessed, or tested
  - FAX and copy machines
  - Standard office equipment
- Infrastructure items, such as the following, have been addressed centrally
  - Telephones supplied by the University
  - Electrical power
  - Water and chilled water