SOP Reference #: SOP-IT020

Operation/Task:	Workstation Software Audit Process			Equipment:	NA
Owner:	Vice President of Technology	Date Prepared:	11/23/15	Department Responsibilities:	IT Compliance and Security Manager
		Revision History:	See last page		

ALERTS (see below):   Critical Step ◆   Quality Check ☑   Tip ☺   Team Safety ✚

Purpose: This SOP/work instruction documents procedures for auditing software installed on Corporate workstations.

Step #	Alerts	Step Description - "What to Do"	"How to Do it"	"Why to Do it"
1		**Introduction:** All software and applications installed on corporate workstations needs to be audited on an annual basis. All software must be on the Approved Software Packages list and there must be available licensing (if applicable). The results of the audit will be reviewed by the Confidentiality, Availability, Privacy, and Security Committee (CAPS).	**Scope** All corporate owned workstations.	Corporate workstations need to be evaluated for the presence of unapproved or unlicensed software.
2		**Conduct Software Audit**	Create reports of all software installed on all corporate workstations. For PC: Lansweeper Report For Macs: Jamf Report	An audit must be conducted to discover all installed software.
3	◆	**Evaluate Installed Software**	For each device, compare the list of installed software to the Approved Software Packages list (by department).	All software installed on corporate workstations must be on the approved software list.
4		**Evaluate Unapproved Software**	If unapproved software is present on a corporate workstation, create a Track It ticket to investigate the software in question and: • Remove the software from the workstation OR • Go through the software approval process and be added to the approved software list	All unapproved software must be removed or reviewed and approved.

5		**Evaluate Licensing**	Evaluate all installed software to ensure corporate possesses sufficient licensing. If unlicensed (or over-licensed) software is present, create a Track It ticket to investigate the software in question and: • Acquire additional licensing OR • Remove the software from the workstation	Corporate must have sufficient licensing for all installed software.
6	◆	**Documentation/Review**	Present the findings of the software audit to the CAPS Committee.	The results of the software audit should be reviewed for trends or potential best practices.

Notes:

Definitions:

Revision History	Description of Changes	Requested by	Date
Rev 1	Revised SOP to new format	Nick Fiorenza	11/23/15
Rev 2	Added Revision History table	Nick Fiorenza	8/1/16
Rev 3	Revised Purpose and Step #1 Introduction	Nick Fiorenza	8/17/16
Rev 4	Revised committee name in #6 How To Do It	Nick Fiorenza	10/27/16
Rev 5	Renamed ITNS to IT Support, changed gray header date information	Jon Peters	04/13/20
Rev 6	Changed Department Responsibilities to IT Compliance and Security Manager Steps 1 & 3 created references to the Approved Software Packages Step 2 added references to Lansweeper and Jamf Reorganized steps 4 and 5 to review/remove unapproved software first, then to review licensing Change references from GLS to corporate	Nick Fiorenza	1/13/21
Rev 7	Reviewed SOP and found no updates necessary	Danette Colin	3/26/24
Rev 8	Updated owner to Vice President of Technology	Mike Starrett	11/4/24