INSPIRE Pre-College Internship
Kennedy Space Center
Computer Assets Recovery Project
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June 18, 2010

Reviewed by:
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Boeing Integrated Site Support 721S - S284A

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NASA/INSPIRE
Kennedy Space Center
Vicki A. Mazurek
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The Boeing Integrated Site Support team follows an IT industry standard metric regarding computer to head count ratios. Our goal is to reduce the current ratio of 1.4 to 1.19 for Boeing at the Kennedy Space Center. The current ratio represents an excess of over 500 machines that include tablets, CPU's, monitors, docking stations and laptops. Change in budget proposals and planned reductions in force causes the increase of computers without users. Especially with the migration to Windows 7 OS, some computers do not meet the minimum requirements to upgrade and therefore are excessed. Our duty is to organize and recover these computers to be issued to another user or transferred to non-profit organizations.

1. *Statement of Purpose* - The Information Technology (IT) Desktop Support Team assists end users with computer problem resolution.

2. *Outline of the Procedures* - The procedure to be followed to complete this assignment include the following steps:

   a. Locate and recover machines that are not in use in the various Boeing locations at KSC, Titusville, and Cape Canaveral.
   b. Verify that computers are coded according to its usage.
   c. Correctly code computers according to its usability and condition.
   d. Identify employees that own more than one computer and reduce their number to one.
   e. Excess machines that do not meet the minimum requirements to upgrade to Windows 7 OS.
   f. Issue working computers to users by first reinstalling the operating system, software, excursion program, and finally generating printed receipts.
   g. Transport computers to the Apollo warehouse where all its data is erased.
   h. Repalletize machines and coordinate with different organizations for its pick up at Bldg. 100.
   i. Working corporate tagged machines follow the Partners In Education (PIE) process which consists of excessing the computer equipment to non-profit organizations that support the school district.

3. *Data Collection* – The steps provided above will be followed to properly excess machines. When computers are excessed information is updated to display the current computer to head count ratio.

4. *Conclusion* - A conclusion will be written closer to the completion of the task.

5. *List all contributing parties* – Integrated Site Support: Vicki Mazurek, Bernie Nicholson, Alan Grenville and Nick Hopkins. End User Support Specialist: Kathy Brothers. Property Management: Johnny Outing. Transportation: Jim Fiers and Jim Kerrigan. PIE: Dave Kolb.