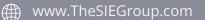


## 30-60 DAY SHUTDOWN PREPARATION CHECKLIST

SYSTEMS & AUTOMATION
Test asset discovery tools for automatic operation  Verify monitoring system alert routing to essential personnel  Test SAM tools for automated license compliance monitoring  Confirm remote access works for essential personnel  Create focused dashboards for essential systems monitoring
FINAL PREPARATIONS
Conduct final comprehensive data synchronization  Document baseline date for post-shutdown reconciliation  Back up all critical ITAM databases and systems  Brief leadership on shutdown plans and limitations  Distribute final guidance to essential personnel
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