

Device Replacement Planner

Replacing machines reactively is more expensive than replacing them on a schedule, because it always happens at the worst moment and at whatever price is available that day.

The principle

Pick a replacement age and stick to it. Three to four years is typical for laptops in professional use, four to five for desktops that do light work.

Then replace a portion every year rather than the whole fleet at once. A business with twelve machines on a four year cycle replaces three a year, which is a predictable line in the budget instead of an occasional shock.

Work out your annual number

- Total machines: _____
- Replacement age in years: _____
- Machines to replace per year: _____ (total divided by age)
- Typical cost per machine: _____
- **Annual device budget:** _____

Use the companion spreadsheet on the templates page to track

Each machine with its user, purchase date, age, planned replacement year, and current condition.

Replace early when

- The machine cannot run a supported operating system
- Someone waits on it several times a day
- It has failed once already
- It holds a role where failure stops the business

Delay when

- It does light work and the user is happy
- Its replacement is already budgeted for next quarter and nothing is at risk

What to do with the old ones

- ☐ Securely wipe, or physically destroy the drive
- ☐ Record what was disposed of and when

- ☐ Recycle responsibly rather than leaving them in a cupboard

The cupboard test

If there are more than two unused machines in a cupboard, you have been replacing reactively. Every one of those still holds data.

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