

Checklist

RFID IT Asset Tracking Rollout Checklist

A practical checklist for IT teams planning and rolling out an RFID asset tracking project.

Define Scope and Success Metrics

Decide which IT assets, locations and processes you want to cover, and set KPIs such as inventory speed, accuracy and loss reduction.

Clean Asset Data and Choose RFID Components

Consolidate your asset register, standardise core fields, and select the right tags, readers and software for your environment.

Plan Reader Placement and Workflows

Identify where handheld or fixed readers are needed and map how scans will fit into receipt, transfer, audit and disposal processes.

Run a Pilot on One Site or Asset Group

Test the setup with a limited scope to validate tag placement, read accuracy, reporting and user workflows before broader deployment.

Roll Out Tagging and Train Users

Tag assets in waves, connect RFID data to your IT asset system, and train IT teams on scanning, exception handling and day-to-day use.

Measure, Optimize and Document the Rollout

Review KPI performance, refine reader setup and processes, and turn the final workflow into a reusable rollout checklist or downloadable form for future sites.