

## Cellular Device Inventory Reduction Instructions

The following instructions are intended to assist departments in completing the Cellular Device Inventory Reduction Worksheet, Attachment 2.

- **Cellular Device Type:** Specify the types of cellular devices in use in the department. Devices should be grouped into the following categories: cell phones, BlackBerries, all other smart phones, and air cards. It is not necessary to break out devices by specific model. For example, all BlackBerry models should be grouped as BlackBerries. Please insert additional rows if necessary.
- **Vendor:** For each device type, specify the provider of the service plan (e.g., Verizon, Sprint, etc).
- **Current Total Count:** For each device type, specify the number of devices in the department's possession (by vendor).
- **Current # of Active Devices:** For each device type, specify the number of active devices. This count should include the number of devices currently in operation, but exclude spare devices unless they are activated and incurring monthly or annual charges.
- **Current # of Spare Devices:** For each device type, specify the number of spare devices. This count should include the number of spare devices that are inactivated and for which the department is not incurring monthly or annual charges.
- **Average Monthly Cost:** Identify the average monthly cost incurred by the department for each category of device type and service provider (do not include spare devices). The monthly cost should be based on the average of the prior three months. Dollars should be reported in whole numbers.
- **Annual Cost:** Based on the average monthly cost, identify the annual cost incurred by the department for each category of device type and service provider (do not include spare devices). Dollars should be reported in whole numbers.
- **# of Active Devices to be Reduced:** Specify the number of active devices by category and service provider that have been identified to be eliminated.
- **# of Spare Devices to be Reduced:** Specify the number of spare devices by category and service provider that have been identified to be eliminated.
- **# of Active Devices to be Retained:** Specify the number of active devices by category and service provider that have been identified to be retained.
- **# of Spare Devices to be Retained:** Specify the number of spare devices by category and service provider that have been identified to be retained.
- **Savings:** Identify the amount of annual savings to be realized, by device type and provider, as a result of the reduction in cellular devices. Dollars should be reported in whole numbers.

- **Total Number of Devices:** Sum the number of current devices across device type and enter the total number.
- **Total # of Active Devices:** Sum the number of active devices across device type and enter the total number.
- **Total # of Spare Devices:** Sum the number of spare devices across device type and enter the total number.
- **Total Annual Cost:** Sum the annual cost incurred by the department across device type and enter the total annual cost.
- **Total # of Active Devices to be Reduced:** Sum the number of active devices to be reduced across device type and enter the total number.
- **Total # of Spare Devices to be Reduced:** Sum the number of spare devices to be reduced across device type and enter the total number.
- **Total # of Active Devices to be Retained:** Sum the number of active devices to be retained across device type and enter the total number.
- **Total # of Spare Devices to be Retained:** Sum the number of spare devices to be retained across device type and enter the total number.
- **Total Savings:** Sum the annual savings to be realized across device type and enter the total anticipated savings on an annualized basis (i.e., for fiscal year 2011-12).