

Sample Legal Partners

Prepared October 11, 2026

At a glance

1	2	1	7
Replace now	Replace within a year	Budget for in 1 to 2 years	Need nothing right now

We reviewed 14 devices across your organization.

1 should be replaced now because they are too old, too slow, or can't run a supported version of Windows.

2 more should be replaced within the next year.

1 will need replacing in one to two years, so they are worth budgeting for.

Several machines can be kept longer with a simple upgrade or fix.

What we recommend

1. Approve replacement of the devices listed under 'Replace now'.
2. Plan the server work. It needs a maintenance window.
3. Add the upcoming replacements to next year's budget.
4. Review this report again in six months to keep the plan current.

Replace now

These devices have reached the end of their useful life. Keeping them costs more in downtime and risk than replacing them.

Device	Model and Windows	Age	Why
SLP-ARCHIVE-PC	OptiPlex 3040 Windows 10 Pro 22H2	6.4	- 6.4 years old, past the 5-year replacement point - The processor (Intel 6th gen) is too old to run Windows 11 - Only 8 GB of memory, and the device is too old to be worth upgrading

Plan and budget

These devices still work. Planning ahead means no surprises and no emergency purchases.

Replace within the next year

Device	Model	Age (years)
SLP - CONFERENCE - RM	OptiPlex 3080	4.9
SLP - PARALEGAL - 2	OptiPlex 3080	4.2

Budget for in one to two years

Device	Model	Age (years)
SLP - ASSOC - 3	HP EliteBook 840 G8	3.9

Quick fixes

Small, low-cost actions that keep these machines secure and working well.

Install the latest Windows update (1)

A routine update keeps these machines supported.
SLP - PARTNER - 3

Upgrade Windows Home to Windows Pro (1)

Windows Pro is needed to sign in to the company's managed Microsoft accounts.
SLP - BILLING

Free up disk space (1)

These drives are close to full, which slows work down and risks failures.
SLP - CONFERENCE - RM

Servers

Server	Windows	What to do
SLP - FS01	Windows Server 2022 Standard	Free up space or add storage

A note on the data

1 records had missing or inconsistent details (for example a missing purchase date). Cleaning those up will make the next report even more accurate.