



Web3 Asset Management Plan Template

1. Asset Classification

- **Identify and categorize assets:** Cryptocurrencies, NFTs, tokens, digital collectables, and other Web3 assets.
- **Assign value:** Determine the financial and operational value of each asset.
- **Prioritize** Rank assets based on importance, liquidity, and growth potential.

2. Storage Solutions

- **Cold Storage:** Use hardware wallets (e.g., Ledger, Trezor) to securely store high-value assets offline.
- **Hot Storage:** Use custodial solutions like exchanges (Coinbase, Gemini) for assets requiring quick access.
- **Multi-Signature:** Implement multi-signature wallets for additional security when handling large assets or group-managed assets.

3. Risk Management

- **Identify risks:** List potential risks such as cyberattacks, market volatility, and legal issues.
- **Risk mitigation strategies:**
 - Diversify asset holdings.
 - Use insurance products for digital assets (e.g., BitGo's insurance offerings).
 - Regularly audit and update security measures.
- **Disaster Recovery Plan:** Prepare for potential loss of access to digital assets (e.g., lost private keys, hardware failure).

4. Compliance Adherence

- **Regulatory requirements:** Stay up-to-date on local and global regulations governing digital asset transactions.
- **KYC/AML practices:** Implement Know-Your-Customer (KYC) and Anti-Money Laundering (AML) practices for assets on trading platforms.
- **Tax reporting:** Track and report capital gains and other taxable events involving Web3 assets.

5. Monitoring and Reporting

- **Real-time tracking:** Use portfolio management tools (e.g., CoinGecko, DeFi Pulse) to monitor the performance and value of assets.



- **Audit trails:** Keep a record of all transactions and holdings on a transparent ledger or document system.
- **Periodic reviews:** Set quarterly or bi-annual reviews to evaluate asset performance and adjust strategies as necessary.
- **Automated reporting:** Implement automated tools for generating compliance and financial reports.

6. Education and Awareness

- **Stay informed:** Regularly educate yourself and your team members on the latest developments in Web3, blockchain technology, and digital asset management.
- **Training:** Provide ongoing training for anyone managing or interacting with Web3 assets.

Action Steps:

1. **Download and fill out this template** to create your own Web3 Asset Management Plan.
2. **Review and update the plan regularly** to ensure it reflects any changes in asset holdings, market conditions, or regulatory requirements.