

Before you spend more on IT.

A six-point checklist for your next technology budget conversation.



Count the people using your licenses.

Compare paid seats with active staff and assignments. Check whether shared resources or former employees still consume licenses.



List the devices you depend on.

Record each device's owner, age, warranty and role. Separate critical equipment from equipment you can replace on a normal schedule.



Put renewals on one calendar.

Record the renewal date, notice deadline, owner and current cost. Review usage before the deadline arrives.



Look for overlapping tools.

Compare what each subscription actually does. Confirm dependencies and included features before cancelling anything.



Ask what recovery would involve.

Identify essential systems, when recovery was last tested and who would lead the response to an outage.



Plan for the next year.

Include hiring, school-year changes, office moves and equipment replacement. Assign an owner and a realistic allowance to each item.

Bring the list to your IT partner. The aim is a clearer plan; any savings depend on your actual agreements and needs.