

CHECKLIST: 9 AREAS WHERE YOU CAN SAVE ON YOUR IT BUDGET

The purpose of this checklist is to provide a quick and easy overview of where a company can potentially save money on its IT and data landscape. The list contains 9 high-impact areas, assessed based on more than 10 years of experience in the IT industry, as well as models (e.g., ITIL and CMMI) and standards (e.g., ISO27001).

For each point, please answer "yes", "no", or "unsure". Many "no" or "unsure" answers indicate a potential for savings.

1. LICENSES & SOFTWARE

Question(s)	Yes	Unsure	No
Do we know how many licences for commercial software we actually use, compared to how many we pay for?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have we investigated whether there are open-source alternatives to our most expensive software?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have we recently renegotiated contracts with our major IT hardware and software suppliers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. INFRASTRUCTURE (ON-PREMISE & CLOUD)

Question(s)	Yes	Unsure	No
Do we actively monitor our consumption so that we can optimise our infrastructure for efficiency and minimal cost?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have we automated processes for deployment, maintenance and	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

monitoring across our infrastructure (on-premise or cloud)?			
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3. DATA STORAGE

Question(s)	Yes	Unsure	No
Do we have an overview of where our data is stored (on-premise vs. the cloud), and what it costs on both platforms?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do we have a clear strategy for which data resides on-premise and which is stored or archived in the cloud?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4. DATA GOVERNANCE & QUALITY

Question(s)	Yes	Unsure	No
Have we established data governance processes to ensure high data quality and avoid costs associated with poor data (e.g., errors in reporting or decision-making)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5. APPLICATION PORTFOLIO (AND PLACEMENT)

Question(s)	Yes	Unsure	No
Do we have a clear overview of all applications and their licensing costs, so we can identify redundancy or superfluous systems?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the placement of our applications (on-premise/cloud) optimised based on both performance requirements and costs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6. CONFIGURATION MANAGEMENT

Question(s)	Yes	Unsure	No
Do we know where and how we store our IT documentation (e.g., system configurations, network diagrams)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do we have a centralised configuration management database (CMDB) that keeps track of our IT assets and their relationships, so we avoid duplication of effort and errors?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

7. RISK MANAGEMENT & COMPLIANCE

<i>Question(s)</i>	<i>Yes</i>	<i>Unsure</i>	<i>No</i>
Have we identified and prioritised our biggest IT security risks to avoid costly security breaches?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do we comply with relevant compliance requirements (e.g., GDPR) so we avoid fines and costs associated with non-compliance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

8. INCIDENT MANAGEMENT

<i>Question(s)</i>	<i>Yes</i>	<i>Unsure</i>	<i>No</i>
Do we have an effective process for handling IT incidents quickly and minimising downtime?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do we record and analyse incidents to identify recurring problems that can be resolved permanently and save time?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

9. PROCESS OPTIMISATION

<i>Question(s)</i>	<i>Yes</i>	<i>Unsure</i>	<i>No</i>
Have we identified and eliminated unnecessary steps in our IT processes to reduce wasted time and resources?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do we regularly measure the performance of our IT processes to ensure they are as effective as possible?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>