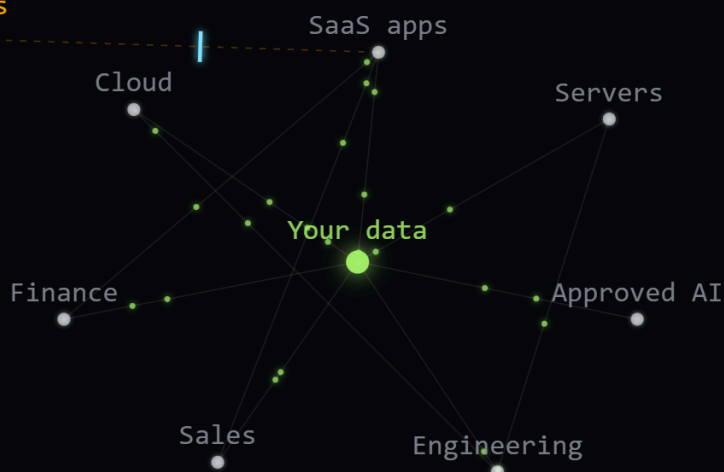


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AI AND TECHNOLOGY COST REVIEW

In ten working days we give you a complete, signed-off picture of every system and service you pay for and what each one really costs.

Built on the recognised industry methods for managing technology and AI spend: the FinOps Framework, the FOCUS billing standard, ISO/IEC 19770 software asset management, and TBM.

In ten working days we give you a complete, signed-off picture of every system and service you pay for and what each one really costs. We work out what your AI use costs per use, and give you a plan to scale it up or down as demand changes.

1. WHY TECHNOLOGY AND AI SPEND GETS AWAY FROM ORGANISATIONS

Technology spend rarely sits in one place. Software is bought by subscription, often by individual teams on their own cards. Cloud bills change every month with use. AI now arrives three ways at once: tools staff sign up for, AI features switched on inside software you already pay for, and usage bills from AI providers. Each vendor bills in its own layout, so nobody can add the numbers up in one table.

The result is familiar: licences paid for people who have left, renewals that roll over unnoticed, overlapping tools doing the same job, and no clear answer to "what is AI costing us?". AI adds a particular risk: unlike most technology costs, an unwatched AI service can run up its bill very quickly when use grows or something loops.

This review gives you one agreed set of facts to manage from.

2. THE METHODS BEHIND IT

- **FinOps Framework**, the FinOps Foundation's method for running technology spend as a business discipline. We use its Inform, Optimize and Operate phases and its Crawl, Walk, Run scale to show how mature each part of your spend management is.
- **FOCUS**, the FinOps Foundation's common layout for bills. We put every vendor's bill into it, so what was invoiced, the real cost after discounts, and list prices compare like for like.
- **ISO/IEC 19770**, the international standard for tracking the software an organisation owns, installs and uses. We use it to reconcile licences owned against licences used.
- **TBM** (Technology Business Management), the TBM Council's standard way to sort technology costs: by what was bought, what job it does, and who uses it.

3. HOW THE ENGAGEMENT RUNS

Before we start. One or two calls to agree which data is needed, how you will send it, how sensitive it is, and roughly how many systems are in scope. We then send a scope document with the contract, a confidentiality agreement and our data-handling terms. Work starts when scope and price are signed and the 50% deposit is paid.

Phase 1. How spend is managed today (days 1–2). A kick-off, then short interviews with your finance lead, your IT lead and whoever buys AI tools: who approves new tools, who owns renewals, what is watched. We score five areas on Crawl, Walk, Run: how costs are assigned to owners, reporting, budgeting, licences and subscriptions, and governance.

Phase 2. Your data (days 2–4). Your team prepares, cleanses and sends the agreed data. We log what arrives, chase what is missing, and convert every bill into the FOCUS layout.

Phase 3. Review with your team (days 4–5). We build the map of every system and walk through it with the people who know each one.

Phase 4. Baseline sign-off (day 5). You confirm in writing that the system list is complete. Every finding works from this list; anything found later is handled as a change request.

Phase 5. Spend, savings and gaps (days 6–8). We sort spend into the TBM categories, reconcile licences owned against licences used, compare committed with pay-as-you-go spend, map renewals and notice dates, and set out the gaps in how spend is governed.

Phase 6. The true cost of AI (days 6–9). We price every AI use, including the costs outside the bill, and model what happens at half, double and five times today's use.

Final delivery (day 10). We take you through all five deliverables. The engagement is complete when you accept them and each next step has an owner.

4. DAY BY DAY



If an item of data arrives late, the timeline moves by the same amount.

Day	What happens	Your people
Before	Scope, contract, confidentiality agreement and data-handling terms signed; deposit paid; data request list sent	Buyer; IT lead
1	Kick-off; interviews begin	Buyer, finance lead, IT lead (kick-off); finance lead 1 hour
2	Interviews finish; maturity scores; data request confirmed; first data arrives	IT lead 1 hour; AI buyer 30 minutes
3	Data arrives and is checked; bills converted	Finance and IT preparing data (about 2 hours each over days 2–4)
4	System map built; first walkthroughs	Finance, technical leads, department heads, 1 hour each
5	Walkthroughs finish; you sign the baseline	Buyer and IT lead sign
6	Spend sorted; AI uses registered	AI use-case owners, 30 minutes each (days 6–7)
7	Licences reconciled; renewal calendar; AI unit costs	—
8	Findings ranked; surprising findings checked with you	Finance and IT, 30 minutes each
9	AI scenarios and scaling plan; reports finished	Finance, for the scenarios
10	Final delivery and acceptance	Buyer, finance lead, IT lead

If an item of data arrives late, the timeline moves by the same amount.

5. WHAT WE NEED FROM YOU

- **People:** a buyer who signs; a finance lead and an IT lead for the interviews, data and reviews; whoever buys AI tools; the owner of each AI use; one or two department heads for the map review.
- **Data,** prepared and cleansed by your team: technology supplier payments, licence and sign-in reports, cloud and AI bills and usage exports, and the larger contracts. Our data request list says exactly what, from which systems, in what format, and by which day.
- **Time:** about 6 to 8 hours each from your finance and IT leads across the two weeks, and short sessions from the others, as in the table above.

6. WHAT YOU RECEIVE

1. **Ecosystem map.** A diagram and a register of every system: vendor, business and technical owner, what it depends on and what depends on it, where its data is held, contract type, yearly cost and paid seats. Systems with no owner, no contract or an unexplained cost are marked.
2. **Baseline sign-off.** The systems in scope, total yearly cost, data sources, anything unavailable and why, and signatures. Dated and versioned, so any question about scope is settled against it.
3. **Spend report.** Total spend and spend by TBM category; cost per user and per department where the data allows; billed against real cost after discounts; committed against pay-as-you-go; paid seats against seats used in the last 90 days, naming seats to reclaim; the people and teams with the largest bills; the share of spend with a named owner; a 12-month renewal calendar with notice dates. Each measure comes with its definition.
4. **Optimisation and gaps report.** Findings ranked by value and effort, each with an owner, a savings range and a risk rating. Quick wins can be done within 30 days with no contract change; intermediate work takes one to six months. Governance scored on Crawl, Walk, Run, with the step to the next level.
5. **AI true-cost model and scaling plan.** A register of every AI use, including AI features inside existing tools and AI use nobody approved; cost per answer, per request, per active user and per outcome where it can be counted; total cost per use case including staff time, data preparation, storage and compliance; scenarios at half, double and five times current use; and the thresholds that should trigger a change, who watches them and how often.

Each deliverable has one review round.

7. SCOPE

Included: the number of systems or vendors agreed when you sign (up to 110), counted by system or vendor rather than by seats; software subscriptions, cloud services, AI services and licences; the legal entities and countries named in the scope document; the interviews and reviews above; the five deliverables.

Not included unless the scope document names them: hardware, telecoms and staff costs; carrying out the changes we recommend; negotiating with vendors; legal review of contracts; security testing.

Changes: any change of scope goes through a written change request, which we estimate and price and you sign before that work starts.

8. YOUR DATA

- **You prepare and send the data.** The analysis needs your actual data, including names where it depends on them (for example, who holds unused licences). Your data is covered by the confidentiality agreement and the data-handling terms.
- **If you would rather not send staff names.** You give each person a code and send us the data with codes instead of names. We work only with the codes and report in codes. You build and keep the list that matches codes to names. We can help you set up the coding.
- **A dedicated workspace.** Your work is done in its own workspace, used only for you. Your files are kept as an encrypted set of files in a protected space that only that workspace can reach.
- **AI assistance.** We use AI assistance in our work. Your confidential data is processed only on our own machines and is never sent to cloud AI services.
- **Very sensitive data.** We can work inside a remote workspace you provide, or give you an image of our workspace to run on your side. We agree this before the engagement starts, and the price reflects it.
- **Deletion.** On request, we delete everything at the end and give you a signed certificate of deletion: what was held, where, when and how it was destroyed, and by whom.

9. PRICE AND PAYMENT

Typical prices for this service are on our Pricing page: roughdigits.com/pricing.html. They are based on the effort these engagements usually take. Your actual price depends on your needs and is agreed in writing before we start.

How the price is set. The price depends on how many systems or vendors are in scope. We agree that number with you when you sign, and we deliver exactly that number. If we find more systems while we map your estate, you choose one of two things: we re-cost the price for the new number, or you keep the agreed number and choose which systems to leave out.

The final price follows the scope we agree with you. Every client's needs are a little different, and where a change affects how the work is delivered, the price changes with it.

- 50% on signing. Work starts once scope and price are signed and this payment is made.
- 50% at completion sign-off (the day-10 results meeting).

10. AFTER THE REVIEW

If you would like the picture kept current, our monthly reporting service builds on your signed baseline. Its typical price is on our Pricing page: roughdigits.com/pricing.html.

START WITH A CONVERSATION

Email dave.m@roughdigits.com or visit roughdigits.com. One call to understand what you spend on and what worries you; if an engagement fits, you get a written scope and price.