

SPEND OBSERVABILITY AND OPTIMISATION SELF-CHECK

About 20 minutes. Tick one box for each question about your own setup. Questions marked with a size apply from that size up; below it, answer only if they matter to you.

RoughDigits

1. Tick

Yes, Partly, No, or N/A (does not apply).

2. Count

2 points for each Yes, 1 for each Partly, 0 for each No.
Leave N/A out.

3. Score

Points divided by twice the number of questions you answered (not counting N/A).

#	Question	Yes	Partly	No	N/A	What to look at first, for a No or a Partly
1	KNOW WHAT YOU PAY FOR Do you have one list of everything you pay for in technology: software, subscriptions, cloud, AI, devices and support contracts? Everyone	☐	☐	☐	☐	Pull 12 months of supplier payments and card statements and list every technology line in one sheet.
2	KNOW WHAT YOU PAY FOR Can you see subscriptions paid on personal or team cards and claimed as expenses? Everyone	☐	☐	☐	☐	Search expense claims and card statements for software and AI names, and add them to your list.
3	KNOW WHAT YOU PAY FOR Do you know the renewal and notice dates of your larger contracts and subscriptions? Everyone	☐	☐	☐	☐	Add renewal and notice dates for your ten largest items, and set a reminder 90 days before each.
4	KNOW WHAT YOU PAY FOR Do you know what AI costs you each month, across tools, AI features in software you already pay for, and usage bills? Everyone	☐	☐	☐	☐	Add up last month's AI costs from all three sources. If you cannot, that is the first gap to close.
5	OWNERS AND UNITS Does every item on your list have an owner who answers for its cost? Everyone	☐	☐	☐	☐	Put a name against each line. Items nobody will own are candidates to cancel.
6	OWNERS AND UNITS Do you check paid seats against the people who actually use them, at least every quarter? Everyone	☐	☐	☐	☐	For your five largest subscriptions, compare paid seats with users active in the last 30 days.
7	OWNERS AND UNITS Does each cost have a unit people understand, such as per user, per seat, per device or per request? 10+ people	☐	☐	☐	☐	Choose one unit for each of your ten largest costs and work out this month's cost per unit.

#	Question	Yes	Partly	No	N/A	What to look at first, for a No or a Partly
8	OWNERS AND UNITS Do you count people's time, staff and contractors, in what a system or service really costs? Everyone	☐	☐	☐	☐	For your three main systems, estimate the hours spent running them each month and add that cost.
9	OWNERS AND UNITS Are cloud resources tagged so each cost can be tied to a team or product? 10+ people	☐	☐	☐	☐	Agree four or five required tags (for example team, product, environment, owner) and check what share of the bill carries them.
10	OWNERS AND UNITS Are bills from different vendors brought into one layout so they can be compared, for example the FOCUS standard? 50+ people	☐	☐	☐	☐	Start with your cloud bills: the major providers can export in the FOCUS layout. Add other bills one at a time.
11	WATCH IT Do you have alerts for sudden jumps in cloud or AI bills? Everyone	☐	☐	☐	☐	Set a budget alert on each cloud and AI account, at a level you would want to hear about the same day.
12	WATCH IT Are budgets or limits set for AI use, and does someone watch them? Everyone	☐	☐	☐	☐	Set a monthly limit for each AI account or team, and name who is told when it is reached.
13	WATCH IT Is technology spend reviewed by finance and technology together, at least every quarter? 10+ people	☐	☐	☐	☐	Book a quarterly hour with your finance and technology leads to go through the list, the trends and the renewals coming up.
14	WATCH IT Do department heads see their own technology costs at least monthly? 50+ people	☐	☐	☐	☐	Send each department head a one-page view of their costs each month, in the units agreed above.
15	PRICE AND CHARGE RIGHT Do you know what it costs, technology included, to serve one customer or deliver one unit of what you sell? Everyone	☐	☐	☐	☐	Pick your main product or service and add up the technology and people time behind one unit of it.
16	PRICE AND CHARGE RIGHT Are your prices checked against that cost at least once a year? Everyone	☐	☐	☐	☐	Compare this year's cost per unit with your price, and check whether the margin is what you think it is.
17	PRICE AND CHARGE RIGHT Are shared technology costs split between departments by an agreed rule based on use, not headcount or habit? 50+ people	☐	☐	☐	☐	For your largest shared system, compare a split by headcount with a split by use. If they differ a lot, agree a new rule.
18	DECIDE AND GROW Before big technology decisions, do you compare buying, building, leasing and subscribing over the real life of the choice? 10+ people	☐	☐	☐	☐	For the next big decision, write down each option's full cost over its life, including people's time and the cost of leaving.

#	Question	Yes	Partly	No	N/A	What to look at first, for a No or a Partly
19	DECIDE AND GROW Do you compare committed contracts and reserved capacity with pay-as-you-go? 10+ people	☐	☐	☐	☐	List your commitments and how much of each you actually use. Unused commitment is money already spent.
20	DECIDE AND GROW For equipment you own, do you know its running cost (power, space, support and people), not only what you paid? 10+ people	☐	☐	☐	☐	For your main on-premise systems, add up yearly power, space, support and people costs alongside what you paid.
21	DECIDE AND GROW Did you start (or do you plan to start) spend management in one focused area first, with a measure of success agreed up front? 50+ people	☐	☐	☐	☐	Choose one business unit or one kind of bill, agree what success looks like in three months, and start there.
22	TOKEN READINESS Can you see your AI use by tokens or requests, day by day, not only as a monthly total? Everyone	☐	☐	☐	☐	Switch on the usage view or export in each AI provider account; most show tokens and requests per day. Start with your largest.
23	TOKEN READINESS Can you tell which team, feature or customer each AI request comes from? 10+ people	☐	☐	☐	☐	Give each team or feature its own AI account or key, so every request carries a label. Requests nobody can label are a governance gap too.
24	TOKEN READINESS Do you track cost per unit over time (per request, per seat, per GB, per hour), not only total spend? Everyone	☐	☐	☐	☐	Pick three units, including one for AI, and record their cost per unit each month. A rising cost per unit is the earliest warning you will get.
25	TOKEN READINESS For AI built into software you pay for by the seat, do you measure what each seat delivers? 10+ people	☐	☐	☐	☐	The vendor hides the tokens in these products, so measure use and value per seat instead, and cut seats that deliver little.

Your score

Points _____ divided by (2 x questions answered _____) = _____ %

Where you are

Under 40%: Crawl: start with your first three gaps
 40% to 74%: Walk: close the gaps needed at your size first
 75% and above: Run: keep it reviewed