SaaS License Audit Checklist

Use this checklist to identify, track, and eliminate SaaS license waste across your organization. Ideal for IT Managers, Procurement Teams, and CIOs looking to optimize software spend.

1. Discovery – What Do We Have?

- ☐ [Inventory all SaaS applications](#)
- ☐ Pull [license reports](#) from each application
- ☐ Map each application to the responsible department
- ☐ [Check for duplicate tools](#) with overlapping functionality

2. User Review – Who's Using What?

- ☐ [Match purchased licenses to individual users](#)
- ☐ Cross-check [application usage logs against assigned licenses](#)
- ☐ Identify unassigned licenses (licenses not associated with a user)
- ☐ Check user activity and compare usage against the current license tier (are users on higher tiers than needed?)

3. Renewal Prep – What's Coming Up?

- ☐ List all upcoming [SaaS license renewals](#) (within the next 3, 6, and 12 months)
- ☐ Gather key [contract details](#) for each renewal (pricing, terms, SLAs)
- ☐ Highlight applications with automatic renewal clauses
- ☐ Note potential opportunities to downgrade license tiers or consolidate tools (remove redundant subscriptions)

4. Governance & Automation

☐ Implement approval workflows for new SaaS application requests

☐ Integrate usage tracking with existing IT management systems

☐ Define and enforce policies for idle licenses (automatic reassignment/revocation)

☐ Automate the offboarding process to revoke SaaS licenses when employees leave

5. Immediate Actions

☐ Cancel or reassign unused SaaS licenses to reduce costs

☐ Set up renewal reminders in your calendar or IT management system

☐ Export a comprehensive list of all SaaS applications for easy reference

☐ Schedule recurring (e.g., quarterly) SaaS license audits

For more guidance, visit https://ezo.io/assetsonar or contact support@ezo.io.