

ATOMIX TECHNOLOGY · FREE REVIEW

The Tech Stack Review

Twenty scored checkpoints on the software you actually pay for — overlap, spend, integration debt, shadow IT and licence waste. Score each 0, 1 or 2 and finish with a number out of 40 and a shortlist of what to cut, consolidate or fix.

This is not an infrastructure audit

Our 27-point checklist scores your *controls* — backups, access, patching. This one scores your *estate*: the applications you license, who uses them, what they cost, and how badly they talk to each other.

They fail in different ways. Infrastructure fails loudly, in an outage. A tech stack fails quietly — as renewals nobody questions, two teams buying the same tool, and an integration held together by one person's scheduled export. Score each checkpoint:

SCORE	MEANS
0	Not in place, or nobody can answer the question.
1	Partly — true for some tools, or true but nobody owns it.
2	In place, documented, and reviewed within the last 12 months.

Do this before you start

Pull two exports: the last twelve months of card and AP spend filtered to software, and your identity provider's list of connected applications. Most of the zeros below are found in the gap between those two lists — things being paid for that nobody signs into, and things being signed into that nobody is paying for.

Inventory & ownership 5 checks

1	A single application register exists. One list of every SaaS and on-premise application in use, with a named business owner and a named technical owner for each.	0 · 1 · 2
2	Every application maps to a contract. You can produce the renewal date, notice period, term length and auto-renewal clause for each one without asking finance.	0 · 1 · 2
3	Shadow IT has been measured, not assumed. You have compared card spend and IdP-connected apps against the register in the last 12 months, and reconciled the difference.	0 · 1 · 2
4	Data ownership is clear per application. For each system holding customer or employee data you know where it lives, who processes it, and what the exit path looks like.	0 · 1 · 2
5	Someone owns the register. A named person updates it when a tool is added or dropped — not "the whole team", which means nobody.	0 · 1 · 2

Spend & licensing

5 checks

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| 6 | You know your cost per seat per tool. Not the invoice total — the unit cost, so you can compare tools and spot the ones that scaled badly. | 0 · 1 · 2 |
| 7 | Licence utilisation is measured. For your five most expensive tools you know what percentage of purchased seats logged in during the last 30 days. Under 70% is common and usually recoverable. | 0 · 1 · 2 |
| 8 | Renewals are calendared with notice periods. Every renewal has a reminder set before its notice window closes, not on the renewal date itself — by then the decision is already made for you. | 0 · 1 · 2 |
| 9 | Tier and edition are justified. Somebody has checked whether you are on an enterprise tier for a feature you do not use, on more than one tool. | 0 · 1 · 2 |
| 10 | Spend is attributed to a department or cost centre. Unattributed software spend is the line item that never gets challenged because it is nobody's budget. | 0 · 1 · 2 |

Overlap & consolidation

4 checks

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| 11 | Functional overlap has been mapped. You can name every case where two tools do substantially the same job — the classic clusters are chat, file storage, project tracking, forms, e-signature and video. | 0 · 1 · 2 |
| 12 | New purchases are checked against the register. There is a step, however light, that asks "do we already own something that does this?" before a new subscription is approved. | 0 · 1 · 2 |
| 13 | Consolidation candidates are ranked by switching cost, not licence cost. The cheapest tool to cancel is rarely the cheapest tool to migrate off. | 0 · 1 · 2 |
| 14 | Departing tools actually leave. When a tool is replaced, its data is exported, its integrations are removed, and its contract is cancelled — all three, verified. | 0 · 1 · 2 |

Integration & data flow 3 checks

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| 15 | Integrations are inventoried. Every connection between systems is on a list, including the ones built with automation tools, scripts or scheduled exports. | 0 · 1 · 2 |
| 16 | No integration depends on one person's account. Connections authenticated as an individual rather than a service identity break the day that person leaves — and this is extremely common. | 0 · 1 · 2 |
| 17 | There is one system of record per data domain. For customers, employees and finance you can name the authoritative source; where two systems both claim it, that conflict is documented. | 0 · 1 · 2 |
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Adoption & risk 3 checks

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| 18 | Onboarding and offboarding cover the full stack. Not just email and the directory — every application on the register, including the ones provisioned outside SSO. | 0 · 1 · 2 |
| 19 | SSO coverage is measured. You know what proportion of applications sit behind single sign-on, and the ones that do not are a deliberate, listed exception. | 0 · 1 · 2 |
| 20 | Vendor concentration is understood. You know which single vendor's failure or price rise would hurt most, and whether you have any leverage or alternative if it happens. | 0 · 1 · 2 |
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Reading your score

Add all twenty scores for a total out of 40.

SCORE	WHAT IT MEANS	WHERE TO START
33–40	Well managed. Your stack is inventoried, owned and reviewed. Remaining value is in tier optimisation and consolidation rather than discovery.	Run utilisation on the top five tools and challenge one tier at the next renewal.
23–32	Typical for a growing organisation. The register exists in some form but spend and overlap are only partly under control.	Reconcile card spend against the register. This single exercise usually pays for itself immediately.
13–22	Drifting. Tools have been added faster than they have been governed, and you are likely paying for meaningful duplication.	Build the register first. You cannot consolidate or negotiate what you have not listed.
0–12	No effective stack management. Assume material waste, and assume at least one integration or licence is a single point of failure.	Two exports — software spend and IdP-connected apps — will produce your first real picture in an afternoon.

Where the money actually is

In most reviews the recoverable spend is not the tool people expect. It is **unused seats on a tool everyone agrees is essential** — the licence count grew with headcount and never came back down after people changed roles or left. Check utilisation before you check anyone's favourite subscription; it is less political and usually worth more.

The stack is half the picture

Once you know what you are running, the next question is whether the infrastructure underneath it would survive a bad week. The **27-point Digital Infrastructure Audit Checklist** scores backups, access, endpoints, cloud and continuity out of 54 — free, same format as this one.

atomixtechnology.com/free-infrastructure-audit-checklist

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