APPLICATION PORTFOLIO REVIEW / ILLUSTRATIVE CASE

Which applications could we retire at renewal?

The management decision

Start with renewals where overlapping features appear to create an avoidable cost. Confirm who still depends on each application before treating its licence as a saving.

Two tools may appear to do the same job while one still runs a scheduled process or holds records people need to retrieve. Renewing everything preserves cost and complexity, while ending the wrong licence can interrupt work. This review helps leaders make informed choices about which applications to keep, combine or retire. That evidence can help budget owners explain why they are paying for a tool that appears lightly used.

Worked example

Six tools appear to duplicate other applications, but two run unique scheduled tasks. That leaves four candidates for further review. Each still needs a named owner and a workable alternative before its licence can be cancelled.

Example figure	What it represents
6	Tools that look alike
2	Tools with unique scheduled work
4	Tools to review

What changes the answer

One candidate might hold archived information needed every quarter. Agree a way to retrieve those records and estimate the transition cost before counting a renewal as avoidable.

Application portfolio review

What to commission

Review one renewal group for duplicate functions, usage, scheduled jobs and records that must remain accessible.

We review overlaps and low use with the people responsible for the systems. Where retirement looks possible, we identify what would need to move, who would take ownership and what could prevent a change.

How to judge the result

Every tool proposed for retirement has a confirmed replacement or exit plan, a responsible owner and an archive decision.

Deduct migration, archive access and transition effort from any avoidable renewal cost. Record the earliest contractual date at which spending could change.

Decision worksheet

Project detail	Starting point for your team
Decision owner	Technology finance or applications lead. Name the person who will approve the next step.
Records to gather	An application list, upcoming renewals and any available usage or licence information.
Agreed output	An application register with recommendations and an order for making changes.
Decision date	Record the deadline, any unresolved assumption and who will confirm it.

Discuss this case

Tell us whether your priority is renewal spending, a merger or making the set of tools easier to support. Name the teams or applications you want to start with and the nearest contract deadline. We can discuss a first group of systems without needing a complete enterprise inventory.

Email info@oxetc.co.uk and mention IT-18. All figures in the worked example are illustrative.