

# Microsoft 365 Cost Optimisation Checklist

Unused licences and idle resources drain budget quietly. Find them before renewal

For IT and finance leads who haven't audited spend in 12 months



## 1. Audit every licence type

Cross-reference against headcount and last sign-in



Usage vs. Allocation



## 4. Right-size oversized VMs



Provisioned

Real Use



## 2. Flag unused add-on seats

Power BI, Viva, Visio assigned but never opened



## 5. Schedule non-prod shutdowns

Dev and test VMs running outside business hours



## 3. Find unattached disks & IPs

Still billed monthly with nothing attached



## 6. Review storage tiering

Hot, cool, archive matched to access pattern

