Ashford Business Services Ltd

Software Licence Tracker

One register for every licence, when it renews, who owns it, and what needs a decision.

1. Tracker details: Tracker period covered: _____

Person responsible for this tracker: _____

Date this tracker was last reviewed: _____

Do not record licence keys or activation codes in this tracker. Record where each key is securely stored instead, and keep the keys themselves in the approved secure store.

2. Licence register One row per licence or subscription. Add or remove rows as needed.

Software name	Supplier or vendor	Licence type	Licences purchased	Licences in use	Start date	Expiry or renewal date	Renewal notice period	Owner	Status

3. Renewal log Record every renewal decision and action: renewed, renegotiated, reduced, or cancelled. Add or remove rows as needed.

Date of the renewal action	Software name	Renewal decision taken	Action taken	Next renewal or review date

4. Renewal review checklist: Every licence expiring within its notice period has a named owner and a renewal decision recorded in section 3.

For each renewal, the number of licences in use has been compared with the number purchased, and unused licences have been considered for removal.

The business justification for each licence has been confirmed by its owner, and any licence nobody will justify is flagged for cancellation.

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Auto-renewal settings have been checked for every licence, and any unwanted auto-renewal has been switched off before its notice deadline.

The location of each signed agreement and the secure store holding its licence key are recorded, or the gap is noted for follow-up.

5. Summary: Total licences recorded: _____ **Licences expiring within their notice period:** _____

Licences with more purchased than in use: _____ **Licences without a named owner:** _____

Licences flagged for cancellation: _____ **Total annual cost of licences recorded:** _____

6. Review and sign-off Review notes, including the largest renewal decisions due before the next review. as agreed at the meeting.

Tracker owner name: _____ **Reviewer name:** _____

Tracker owner signature: _____ **Reviewer signature:** _____

Date of sign-off: _____