





# Scoring Guide

Use this reference when scoring each tool on the scorecard.

## Lens 1: Cost

Question	Red	Yellow	Green
Real annual spend/user?	>\$150/user/yr & underused	\$50–150/user/yr	<\$50/user/yr or justified
Paying for unused seats?	>30% seats inactive	10–30% inactive	<10% inactive
Price crept up?	Renewed >20% above	Renewed 5–20% above	Same or negotiated down

## Lens 2: Usage

Question	Red	Yellow	Green
Logins in last 30 days?	<25% of licensed users	25–60% of licensed	>60% of licensed users
Daily use for core work?	No daily users	Occasional use by few	Daily by intended audience
Another tool could do it?	Yes, fully	Partially, workarounds	No — only tool for job

## Lens 3: Access-Risk

Question	Red	Yellow	Green
Sensitive data access?	Yes, broad permissions	Yes, scoped permissions	No sensitive data
Former employees on it?	Yes, active accounts	Unknown	Verified: none
MFA enabled?	No (but supported)	Available, not enforced	Enforced for all
OAuth/API connections?	Write to core systems	Read-only	No cross-tool links

## Lens 4: Overlap

Question	Red	Yellow	Green
Another tool same job?	Yes — keeping other	~50% overlap	No meaningful overlap
Teams split between two?	Yes — data in both	Occasionally	One tool per function
Consolidation disruptive?	No — seamless	Minor friction	Real disruption

### Before you retire any tool:

- Export all data and verify the export is complete
- Transfer ownership of shared resources
- Revoke all OAuth / API connections and webhooks
- Remove SSO app registration
- Disable every user account
- Request full account deletion (not just billing cancellation)
- Save proof of cancellation