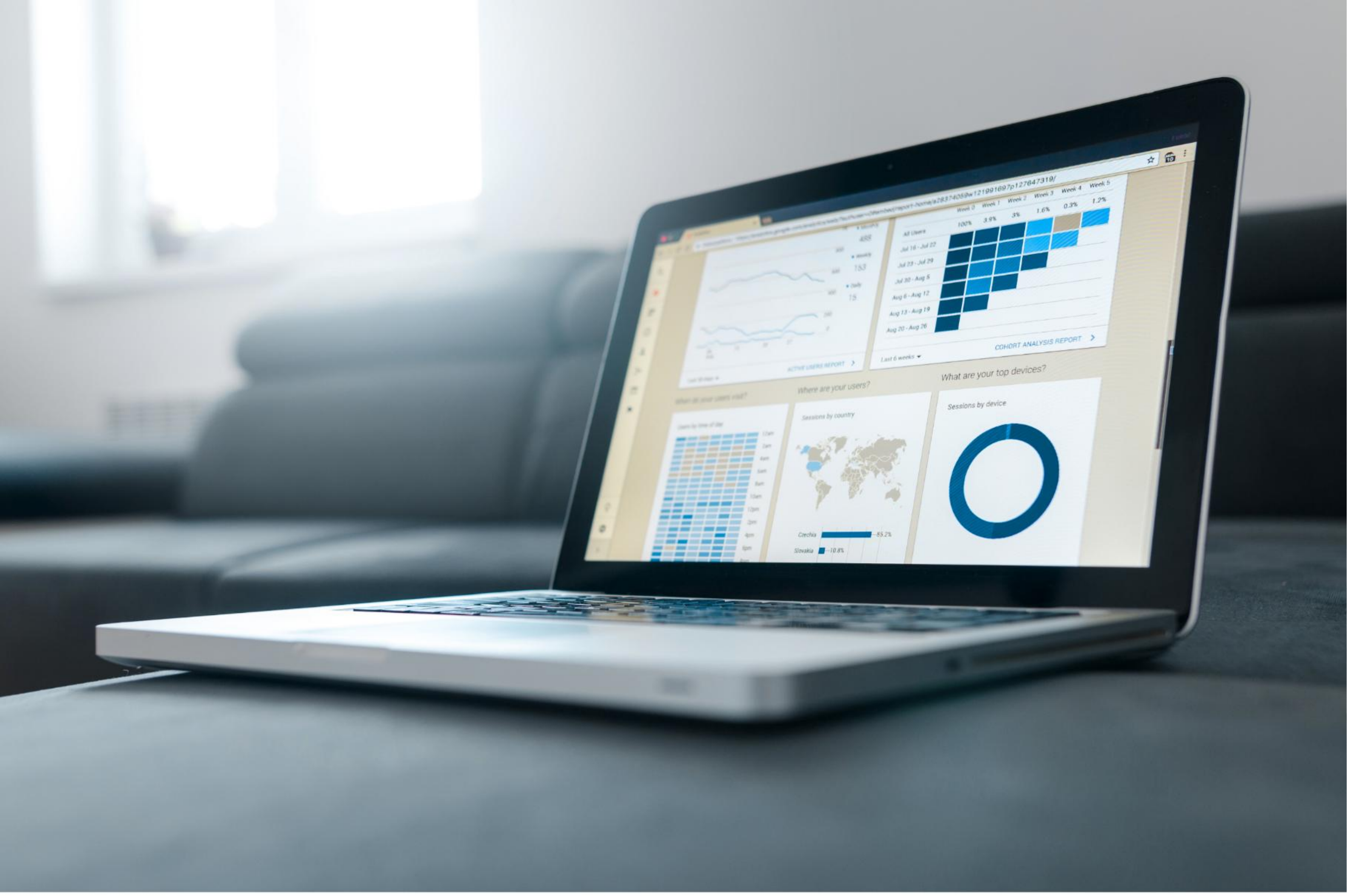

MICROSOFT 365 LICENSING FORENSIC ASSURANCE REVIEW

SERVICE OVERVIEW

LICENCE SYNC | ELIMINATE RISK OPTIMISE SPEND

LICENCESYNC.COM

THE MICROSOFT 365 LICENSING PROBLEM

Microsoft 365 environments change constantly. People join, move and leave, roles change, and licences are often renewed without being reassessed.

Microsoft's products, bundles and commercial terms also change. A licence that was commercially attractive when purchased may later be expensive, over-assigned, underused or no longer best fit organisational needs.

Unlike traditional on-premises licensing, where risk often centres on compliance, the greater M365 risk is usually over-licensing: paying for subscriptions and functionality that are no longer required or fully used.

Gartner estimates that up to 25% of SaaS licences are not regularly used, while annual SaaS spend per employee increased by 55% between 2021 and 2024.

WHAT IS THE MLFAR?

The Microsoft 365 Licensing Forensic Assurance Review is an independent, evidence-led assessment of an organisation's M365 licensing position.

LicenceSync reconciles multiple data sources, including Entra ID, licence assignments, M365 activity reports, Purview Unified Audit Log, Human Resources records, mailbox and OneDrive data, subscription entitlements, customer pricing and stakeholder input.

No single activity report determines the outcome. Evidence is compared across sources to establish what is genuinely required and, where telemetry and supporting context justify it, identify licences that can be removed, downgraded or reassigned.

The objective is to reduce avoidable spend without compromising productivity, security, compliance or operational effectiveness.

WHO IS IT FOR?

MLFAR is designed for mid-to-large organisations, typically with £50K+ annual M365 spend, where licences are assigned at scale or managed across multiple teams, entities or systems without dedicated specialist oversight.

It is particularly valuable:

- Before a renewal, true-up or major commercial commitment
- Following growth, restructuring, merger, acquisition or workforce change
- Where M365 E5, E3 or other premium licences have been broadly assigned
- Where identity, employment, usage and licensing data are not routinely reconciled
- Where staff turnover, fragmented ownership or limited visibility make licence control difficult
- Where budget pressure or governance concerns require an evidence-led review

TYPICAL IDENTIFIED OPPORTUNITY

Based on LicenceSync review history, first-year opportunities typically represent 10% to 30% of annual Microsoft licensing spend, around 24% on average, or £100K to £300K on £1M of spend.

All opportunities remain subject to customer validation and approval.

HOW MUCH COULD YOU SAVE?

It costs nothing to see where you stand. Tell us about your Microsoft 365 estate and get an instant, indicative read.

You get back:

- Your identified savings and indicative AOV, each with a range
- The guarantee level your estate would qualify for
- A licensing maturity score, with where you stand and how to improve
- A delivery timeline, and what waiting is costing you in lost opportunity
- Steps to take today, like enabling telemetry, that raise what a review can evidence and later recover

Get your free savings estimate

Takes 5-10 minutes, no contact details required

WHAT THE REVIEW ASSESSES

Identity and Lifecycle

Inactive accounts, leavers, contractors, unmatched identities, shared accounts, service accounts and joiner, mover and leaver controls.

Licence Allocation

Duplicate and overlapping subscriptions, multiple assignments, unused licences, bundled entitlements and inconsistent allocation.

Licence Rightsizing

Alignment of Microsoft 365 E5, E3, Frontline and standalone products to user roles, policy requirements and actual usage.

Commercial and Governance

Renewal quantities, licence ownership, review frequency, licence re-harvesting, data quality and ongoing spend visibility.

HOW THE ENGAGEMENT WORKS

The engagement follows five structured stages, limiting demands on your internal teams and keeping you in control of every recommendation. Your input is typically a few hours to a couple of days, depending on estate size, access, scope and complexity.

Stage 1	Stage 2	Stage 3	Stage 4	Stage 5
Discovery	**Data Reconciliation**	**Forensic Analysis**	**Customer Validation**	**Final Delivery**
Confirm objectives, scope, evidence, stakeholders and commercial position.	Gather and align identity, licensing, usage and commercial data.	Assess inefficiencies and governance gaps, quantify financial opportunities.	Review recommendations with stakeholders, classify each as Approved, Rejected or Excluded.	Issue validated findings, final AOOV and agreed next actions.

WHAT YOU RECEIVE

Three clear deliverables showing what should change, why, and the financial impact.

Optimisation Workbook

A quantified record of each recommendation, including the supporting evidence, financial value, validation status and agreed next action.

Executive Report

A concise summary of the key findings, approved opportunities, governance weaknesses and priority actions.

Findings Presentation

A stakeholder-ready walkthrough of the analysis, recommendations and commercial implications, with time for challenge and validation.

WHY LICENCESYNC?

LicenceSync brings more than eight years' experience reviewing over 350 Microsoft estates, ranging from £60K to £250M.
This includes supporting Microsoft-led audits, submitting fully approved Effective Licence Positions (ELPs), and delivering significant optimisation outcomes across commercial and public-sector organisations.

- **Independent and unbiased**, with no sales targets, partner quotas or reseller incentives
- **One senior licensing expert** manages the engagement from discovery through delivery and aftercare
- **Rigorous, evidence-led analysis** focused on accuracy, defensibility and quantified financial opportunities
- **Secure data handling:** read-only access, NDA cover, GDPR compliance, BPSS clearance and encryption

HOW FINANCIAL VALUE IS MEASURED

Each recommendation is valued against the agreed commercial baseline using actual pricing, renewal position and agreement term, or an agreed benchmark where pricing is unavailable.

Following customer validation, the combined annualised first-year value of Approved Optimisation Opportunities forms the Approved Opportunity Value (AOV). It may include cost reduction, cost avoidance, licence re-harvesting, rightsizing and avoided future purchases, as defined in the Statement of Work (SoW).

Approved recommendations form the final AOV whether or not they are implemented, with supporting evidence, assumptions and validation decisions recorded in the optimisation workbook.

COMMERCIAL OPTIONS

The commercial model is agreed following Discovery and Readiness, based on scope, data availability, renewal timing, complexity and expected delivery effort.

Fixed Fee

A defined fee is agreed for the scope and deliverables. AOOV measures the review outcome but does not determine the fee.

Success Fee

The fee is calculated as an agreed percentage of final AOOV.

Hybrid

A fixed delivery fee is combined with a reduced variable fee linked to final AOOV.

Guaranteed minimum AOV

For eligible success-fee engagements, LicenceSync may agree a guaranteed minimum AOV. A commitment deposit reserves delivery capacity and is credited against the final fee; if the guaranteed minimum is not achieved, the deposit is refunded and no success fee is payable.

All fees, payment triggers, guarantees and delivery terms are confirmed in the SoW.

WHAT HAPPENS NEXT

Discuss your Microsoft 365 licensing position

Arrange an initial, no-obligation discussion to review your Microsoft environment, renewal position and immediate concerns. You will then receive a defined scope, commercial model, delivery plan and evidence requirements before deciding whether to proceed.

info@licencesync.com
www.licencesync.com
+44 (0)161 515 3802