Software Procurement and Licensing:
What Works, What Doesn’t, and What It Will Cost You - Outline

OVERVIEW
Software is everywhere. No business today can survive without it. Educational institutions not only use complex and expensive software and systems to manage the day-to-day affairs of their schools, they often teach a wide variety of software applications both in class and online. The purchasing process, the annual maintenance agreements, and the management of software licenses is often very complex and can be overwhelming. This presentation will show attendees effective methods to manage the procurement and maintenance of their software assets, as well as highlight the pitfalls and costs of managing them poorly.

OUTLINE

• How does software find its way into your institution?
  o What is ideal?
  o What is typical?
• The importance of vetting.
  o The cost of poor vetting.
  o The value of time.
  o Eliminating bad systems before they can cause pain.
• The initial purchase is often just the tip of the iceberg.
  o The initial purchase.
    ▪ RFQs
    ▪ RFPs
    ▪ Contracts – almost everything is negotiable.
      • Cost.
      • Number of licenses.
      • Maintenance.
      • Training.
  o Types of software licenses.
    ▪ Metered
    ▪ Block
    ▪ Site (and how site is defined)
    ▪ Web
    ▪ Machine
    ▪ IP
    ▪ Concurrent
  o Software maintenance.
    ▪ How to schedule payments properly.
    ▪ The importance of time and renegotiation.
• Ways to save money and time.
  o Audits – Weeding the garden.
    ▪ Full audits and incremental audits.
    ▪ The audit you can do.
    ▪ The audit you don’t want.
  o Harvesting licenses.
  o Consolidating licenses.
  o Keeping accurate digital records.
• Do you need a software asset manager?