

SaaS Management Best Practices Checklist

☐ Continuous, multi-source app discovery	☐ Automate onboarding and offboarding via HR
☐ Single source of truth for apps, users, contracts, and spend	☐ Review every renewal before auto-renewal
☐ Reclaim idle licenses regularly	☐ Keep audit-ready permission trails year-round
☐ Consolidate duplicate and overlapping tools	☐ Flag risky OAuth scopes and orphaned accounts
☐ Enforce RBAC and least privilege	☐ Extend governance to AI tools and agents