

Software Renewal Deadline Checklist

Use this before a renewal reminder arrives - while your options are still open.

15 MINUTES | ONE AGREEMENT | ONE CLEAR NEXT ACTION

- ☐ **Find the signed agreement**
Use the executed contract or order form, not a calendar reminder or vendor email.
- ☐ **Confirm the renewal date**
Record the exact renewal date and whether the term renews automatically.
- ☐ **Find the notice requirement**
Locate the cancellation or non-renewal notice period and required delivery method.
- ☐ **Calculate the notice deadline**
Renewal date minus notice period equals the last safe day to act. Add an internal buffer.
- ☐ **Name one accountable owner**
Assign a person who can gather usage, budget, security, and stakeholder evidence.
- ☐ **Check paid seats against active use**
Record paid seats, active seats, contractors, duplicates, and reclaim candidates.
- ☐ **Estimate the decision value**
Capture annual spend and realistic right-sizing opportunity; do not call estimates savings.
- ☐ **Choose the current path**
Mark the evidence-supported direction: renew, reduce, replace, or cancel.
- ☐ **Send a protective notice if needed**
If the deadline is close, obtain qualified review and preserve options using the contract's notice method.

Your one next action

Ready for the full decision workflow?

Renewal Leverage turns deadline, seat, decision, negotiation, and outcome evidence into one repeatable process.

Educational operations checklist only. Verify notice terms against signed agreements and seek qualified legal review when appropriate.