



Checklist: How To Develop an IT Vendor Consolidation Roadmap

Ready to reduce costs and IT management responsibilities by consolidating vendors? Then your company needs a plan. Careful planning and execution are musts, as are collaboration and taking out any changes for a test drive. Follow these key steps:

- ❑ **Inventory.** Make a comprehensive list of every vendor relationship and service provided.
- ❑ **Evaluate.** Identify areas of duplication and overlap.
- ❑ **Analyze.** Determine the total value delivered by each vendor.
- ❑ **Review.** Assess the contract terms, renewal timelines, and interdependencies between vendor technologies.
- ❑ **Assess.** Evaluate each vendor's efficacy in data security, compliance, and service quality.
- ❑ **Prioritize.** Determine your vendor consolidation order based on value, complexity, and contract expirations.
- ❑ **Outline.** Determine the steps required to migrate services, data, and workflows from the legacy vendors.
- ❑ **Schedule.** Develop a timeline that allows sufficient time for migrations, testing, and knowledge transfers.
- ❑ **Assign.** Delegate internal roles to ensure oversight and accountability.
- ❑ **Communicate.** Let stakeholders know about the changes, including what to expect and when.
- ❑ **Partner.** Work closely with your new IT partner and legacy vendors to complete the migration activities.
- ❑ **Test.** Pilot the new environment and integration points extensively before going live (phase the rollout if needed).
- ❑ **Train.** Help your users get up to speed quickly and provide ongoing support.
- ❑ **Optimize.** Fine-tune and continue to align the new environment to your business goals.

Get expert guidance

Perhaps most importantly, consider teaming up with experts before you start this process — a security-centric managed IT services partner is your best bet. Leapfrog has been spearheading complex consolidation projects and managing secure IT ecosystems for more than 25 years. You can expect smooth transitions with minimal disruptions, holistic ongoing IT operations, and a team of experts on your side 24/7.

Please see [The High Cost of IT Vendor Sprawl and How To Cut Costs and Gain Efficiencies By Consolidating IT Vendors: A Conversation With Our CTO](#) for details about how IT vendor consolidation leads to more efficient and cost-effective IT operations. Please get in touch to learn more.

