



TO: All University Deans
FROM: Debra Allison
Interim Vice President for Information Technology
DATE: March 24, 2009
RE: Software Asset Management Program

With the endorsement of the Information Technology Strategic Advisory Council (ITSAC) a Software Asset Management program is being initiated to assist university offices in controlling software spending, tracking software purchases and ensuring compliance with all license agreements. This message is to inform you of the issues being addressed by this program and ask you to endorse the adoption of a Software Asset Management program within your division.

In the first six months of central review of software within the IT Services division, over \$400,000 was saved by coordinated leveraging of Miami's purchasing power and careful review of current usage of software. While the total savings for individual departments may not be as high, ensuring that the most cost effective means of software acquisition are shared and understood will lead to savings for all.

Another serious concern is the risk of untracked or unlicensed software. The probability that a major software vendor will audit Miami within the next three years is high. If unlicensed software is installed on institutional computers, intentionally or unintentionally, Miami could be held liable for that illegal use. Consequences could include being required to purchase additional software, pay fines, and undergo a resource-intensive audit process.

Launching the Software Asset Management Program:

- On February 19, an information session on Software Asset Management was presented to the departmental Technical Support Representatives (TSRs).
- Beginning in May 2009, Peggy Sander, IT Acquisitions and Licensing Officer, will offer meetings with departmental administrative assistants or other appropriate personnel to help coordinate purchasing and tracking implementation.
- IT Services will launch on-going efforts to raise awareness of software licensing issues including:
 - Frequent communication with departmental administrative assistants and TSRs
 - Declaration and promotion of an amnesty period for uninstalling unlicensed software

Please encourage the departments and offices within your division actively participate in adopting a Software Asset Management program. I appreciate your cooperation and assistance in support of these efforts.