

Baseline Audit

What is Baseline Audit?

A Baseline Audit will give a fast yet comprehensive insight of existing Telecom spend and inventory that can then be used to provide accurate data for RFP (Request for Proposal) processes or to correctly support ROI (return on Investment) assumptions for new technology transformations.

The Service

A Baseline audit is a 'snap shop' analysis formed from the customers current billing data that provides a comprehensive insight into the current spend. The audit will provide trend history of spend and breakdown spend according to customer requirements e.g. Cost Centre, Business Unit, Device type, spend by Vendor.

The Benefit to your business

Your business will receive a clear and concise profile of its mobile spend that can be used internally for a wide range of uses such as:-

- RFI (Request for Information)/RFP (Request for Proposal) processes and subsequent migrations/ports from one Vendor to another
- Consolidation of spend
- Mid-term contract negotiations / Benchmarking data
- Building an accurate business case for technology transformation or refresh
- Comparison of rates between vendors

What methodology will Flare Telecom follow?

The first engagement is a face to face engagement to define what the data will be used for and therefore what breakdown of data is required by the customer. Flare Telecom will consolidate 3 months' worth of existing billing data from your existing provider(s). This data is normally accessible from the Vendors on line billing portals. Flare Telecom will also access any inventory data derived from either vendors billing portals or from customer held inventories. The following steps will be taken with the data.

- Breakdown of spend and inventory per category i.e Voice, Voice and data and data only users.
- Use 3 months of billing data to categorise spend according to various categories, as above.
- Analyse Inventory data and categorise into device types i.e. handset type, data card, dongle.
- Summarise current commercial terms into a table that can facilitate comparison e.g. Roaming and international rates.
- Extract metrics that can be used for comparison purposes e.g. ARPU (average revenue per user) Average investment per user.

What is the output?

The output from the Baseline Analysis is threefold.

1. A comprehensive Excel spreadsheet in an easily readable and understandable format that lists all spend and inventor. Where possible each category will have average cost per user.
2. An Executive summary report showing a graphical representation of the top line figures extracted from the spreadsheet with recommendations as to next steps or efficiencies that could be realised.

3. Flare Telecom will present face to face to the customer both aspects from the detailed spreadsheet and Executive summary in line with original audit objectives.

Engagement Requirements

In order to engage Flare Telecom will require the following:

- NDA in place between Flare and customer
- Letter of Authority (LOA) for each in scope vendor
- Copies of Existing contracts
- Details of Inventory
- 3 months of current electronic billing.
- Access to Vendor portals

Timing

The project and creation of the Baseline Analysis will commence when all of the documentation has been received, detailed timing will depend upon the scope required but completion would be expected to be within 2 weeks.

Cost

Flare Telecom offer the Baseline Analysis service for a fixed price of £695+vat

How do I engage?

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