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SOLUTION DESIGN DOCUMENT

IT spend visibility and optimization design for a typical buyer, applying SRA-SPD-001

Design document (HLD + LLD)

CAPABILITY	DOCUMENT	VERSION	DATE
IT Spend Optimization	SDD-SPD-001	1.3	Nov 4, 2026

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Document control

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Sign-off	"The customer's named representative signs this document before build; the practice lead signs it after."		

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CONVENTIONS

The reference architecture applied to one client: 4,000 employees plus 600 contractors, 5,500 endpoints, 700 servers in one data center, two public cloud providers, about 220 SaaS applications and ten publishers carrying most license spend. Block names, standards and flows are SRA-SPD-001's [S]; client values are the typical buyer's [A], replaced during the design workshop. Platform products are left as "the selected" throughout: they are chosen in the comparison against SRA-SPD-001 §5, and this design does not presume the winner.

Table 1. Revision history

Date	Version	Change
Sep 27, 2026	1.0	First issue.
Oct 7, 2026	1.1	Reissued with the practice set; no change.
Oct 10, 2026	1.2	Approval line now reads: approved by the Founder, issued by Symbeeo. Avinash Dhinakaran remains the author.
Nov 4, 2026	1.3	Wording correction: how the comparison is described.

1 · Introduction

1.1 Purpose.

Design for bringing the client's cloud, SaaS, license, hardware and AI spend into one model in its own tenancy, allocating it to owners, reconciling it to invoices and the ledger, and running license, commitment and refresh decisions from it. After review, the client's representatives sign this document and work continues to build.

1.2 Project overview and goals.

SRA-SPD-001 R2–R18 met; ≥ 95 % of spend allocated; invoices reconciled to ± 0.5 %; no client data at rest outside the client's tenancy.

1.3 Approach and phases.

Pilot first (one provider, one business unit); then all cloud spend and month-end close; then SaaS and licenses; then hardware and refresh (§7). Inform before optimize: no reclamation or commitment purchase before allocation passes.

1.4 Change control.

Once this document is signed, any change to it — a feed, an allocation rule, the tag policy, a step of §7 — is a **written change order** stating what changes, why, and its cost and schedule effect, signed by both parties before it is built. The signed change order is then carried out as a merge request to the client's repository referencing this document's section.

1.5 Intended audience.

Client CIO, FP&A and IT asset manager; procurement; Symbeeo build engineers.

1.6 Related documents.

SRA-SPD-001 · STP-SPD-001 · each provider's FOCUS conformance report for its export version.

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2 · Prerequisites (all must be true before build)

Table 2. Prerequisites (all must be true before build)

#	Prerequisite	Owner	Status
P1	Storage account or bucket in the client's tenancy, with retention and encryption set	client	open
P2	FOCUS export enabled at each provider, newest version offered, landing in P1	client, Symbeeo configures	open
P3	Read-only service accounts for ERP (AP, GL), identity provider, endpoint management, discovery, HR headcount	client	open
P4	Cost-center and product hierarchy approved by FP&A	client	open
P5	Tag policy approved: four mandatory keys (§4.2)	client	open
P6	Entitlement records for the top ten publishers: contracts, order forms, metrics	client, procurement	open
P7	Platform selection closed in the comparison (FinOps, ITAM, SaaS, TBM)	client	open
P8	Disposal partner named, holding a current electronics-reuse certification	client	open

3 · Solution overview

3.1 Architecture.

As SRA-SPD-001 §3, Figure 1.

3.2 Blocks deployed [S].

Nine rows for the ten SRA-SPD-001 §4.1–4.10 blocks; 4.5 and 4.6 share one product and one row.

Table 3. Blocks deployed [S]

Block	Deployment	Environment
Ingestion and validation	infrastructure as code in the client's cloud account	pilot → prod
Cost and asset store	client storage (P1), partitioned by provider and billing period	pilot → prod
Allocation engine	rules as versioned code; unallocated bucket visible	pilot → prod
FinOps platform	selected product, read-only on the store	prod
Software and hardware asset management	selected product, integrated with CMDB	prod, steps 3–4
SaaS discovery	selected product or ITAM module; IdP and AP connectors	prod, step 3
TBM model	selected product; GL feed monthly	prod, step 2
Contract and renewal register	inside the ITAM product	prod, step 3
Disposal record	ITAM asset retirement workflow	prod, step 4

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4 · Logical design

4.1 Feeds [A].

Table 4. Feeds [A]

Feed	Source	Format	Cadence
Cloud cost and usage	provider FOCUS export	FOCUS ≥ 1.2, provider's newest; a provider still on 1.0 handled as SRA-SPD-001 §4.12 sets	daily
Invoices	provider invoice file; FOCUS 1.4 Invoice Detail where offered	provider file / FOCUS	monthly
SaaS and license spend	ERP accounts payable; expense system	ledger lines	daily
SaaS sign-ins	identity provider	sign-in events	daily
Endpoints	endpoint management	device inventory	daily
Servers and virtualization	discovery	inventory, SWID/CoSWID where present	weekly
Headcount	HR system	employees and contractors, counts only	monthly
General ledger	ERP	IT cost-center lines	monthly

4.2 Allocation.

Mandatory tags: `cost-center`, `product`, `environment`, `owner`, enforced by policy at provisioning so untagged resources are refused or flagged (SRA-SPD-001 §5 D7). Untagged spend lands in the unallocated bucket, owned by FP&A. Shared services (Kubernetes clusters, shared databases, network egress) split by one rule each: by requested CPU and memory for clusters, by provider split-allocation columns where the export carries them [S] FOCUS 1.3.

4.3 Reconciliation and close.

At billing-period close, billed cost per invoice issuer is summed and matched to the invoice; a difference above ± 0.5 % holds the period open and raises a provider query (SRA-SPD-001 §6 F3). Chargeback file posted to the ERP on working day 3 [A].

4.4 License position.

Per publisher: entitlement quantity and metric (user, device, core, employee) against measured consumption. Employee-metric licenses read the HR count, contractors included, because that is how the metric is defined [S] SRA-SPD-001 §8. Result per publisher: surplus, compliant or shortfall, with the evidence rows behind it.

4.5 SaaS.

An application enters the inventory on its first AP line or first sign-in. A seat with no sign-in for 60 days is flagged to the owner within 7 days; reclamation runs only if the sign-in feed is fresh (≤ 24 h) and the owner has not objected within 10 working days [A]. Every reclaimed seat is restorable within 4 h.

4.6 Hardware lifecycle and refresh [A].

Every model carries a warranty end and a vendor end-of-support date. Refresh bands: endpoints at 4 years or end-of-support, servers at 5 years or end-of-support, whichever is first. The Windows 10 tail (assumed 600 devices on ESU year

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one) is planned out before the ESU year-two renewal, when the per-device price doubles [S] Microsoft ESU page. Retired storage-bearing assets are sanitized and recorded per NIST SP 800-88 Rev. 2 before they leave the client's control [S].

4.7 TBM mapping.

GL lines → TBM 5.0.1 cost pools (including Cloud Services) → resource towers → solutions → consumers [S]. Cloud spend enters through the Cloud Services pool from the FOCUS store, not from AP, so it is counted once.

4.8 AI spend.

Provider AI and model-service charges tagged `ai-workload` and allocated like other spend; token-level columns adopted when FOCUS 1.5 is published and the providers export it [S] FOCUS 1.5 scope.

5 · Deployment design

Two environments in the client's tenancy (pilot, production); pipeline and allocation rules in the client's source repository; secrets in the client's vault; FOCUS mapping versioned per provider and per FOCUS version. Symbeeo has no access to production data after handover.

6 · Platform services

6.1 Identity and access.

People sign in through the client's identity provider; platforms use read-only service principals on the store; write access limited to the ingestion pipeline. **6.2 Storage.** Retention and encryption on the store as set in P1; evidence and history stay in the client's tenancy (SRA-SPD-001 R18).

7 · Migration and cut-over

Table 5. Migration and cut-over

Step	Action	Rollback
1	Pilot: one provider, one business unit, ingestion to allocation; exit when STP-SPD-001 T1–T6, T27 and T28 pass	existing provider reporting stays in use
2	All cloud spend; month-end close; commitments; anomaly; TBM; forecast; exit when T7–T14 pass	existing month-end process runs in parallel until T7 passes
3	SaaS inventory and reclamation; license position for top ten publishers; renewals; AI category; exit when T15–T21 pass	reclamation back to flag-only; seats restored ≤ 4 h (SRA-SPD-001 §6 F8)
4	Hardware reconciliation, end-of-support dates, refresh plan, disposal records; exit when T22–T25 pass	existing asset register stays authoritative until T22 passes
5	Portability drill, at any step: store read by a second tool without the FinOps platform; exit when T26 passes	restore platform access
6	As-built, acceptance (STP-SPD-001 §4)	—

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8 · Roles and deliverables

8.1 Roles.

Table 6. Roles

Role	Symbeeo	Client
Design authority	practice lead (signs)	CIO (signs)
Hierarchy and unallocated bucket	—	FP&A
License position	—	IT asset manager
Build	build engineers	change approver
Acceptance	test lead	named acceptor

8.2 Weekly status report.

Every week from signature to acceptance: % complete per deliverable (each step of §7 and the handover pack), slippage against the signed plan with its cause, open change orders (§1.4). It reports Symbeeo's delivery, not the client's spend; spend is in the FinOps platform.

8.3 Escalation contacts [A].

Named at the design workshop; roles fixed here.

Table 7. Escalation contacts [A]

Level	Symbeeo	Client	When
1	build lead	IT asset manager or FP&A lead, by topic	a blocked feed or rule
2	practice lead	CIO's delegate	slippage past one week, or a disputed change order
3	Founder	CIO	unresolved at level 2 within 5 business days

8.4 Security and lifecycle clauses.

This practice manages spend; it builds a data system in the client's tenancy and sources no equipment of its own. The clauses apply in that sense.

- A security incident affecting the client's data or systems — billing, license, asset or HR count data included — is **reported to the client's security contact within 24 hours** of discovery.
- Storage media leaving the client's control are **sanitized to NIST SP 800-88 Rev. 2**, with a certificate per device (SRA-SPD-001 R17; §4.6). The client's disposal partner (P8) executes and issues the certificates; the disposal record holds one per asset. Media may instead stay with the client under a non-return service; media holding PHI or other regulated personal data are never taken back unsanitized.
- **No equipment is quoted past its vendor's end-of-sale date, and every item's end-of-support date is shown on the quote.** Symbeeo quotes no hardware here; the refresh plan (§4.6) recommends no model past end-of-sale and shows each model's end-of-support date, and hardware it leads to is sourced under SDD-RES-001, where the quote clauses are enforced.
- **Every quote states the vendor support level by severity** (response time for severity 1 to 4). Here that is any platform subscription or support contract Symbeeo quotes after P7.

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8.5 Handover pack.

As-built: Figure 1 as deployed, feeds, FOCUS versions per provider, rules, platform versions · configurations: the infrastructure-as-code, allocation rules and tag policy in the client's repository · credentials: service accounts and secrets in the client's vault, Symbeeo access removed (§5) · licenses: platform subscriptions in the client's name · support contracts with their severity levels · operations runbook (FOCUS release cadence, month-end close) · STP-SPD-001 signed with results · open items. With this document and the acceptance certificate, these are the deliverables. No savings figure is promised in this document: savings are measured after step 2 against the client's own baseline.

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