

# Cost Optimisation Playbook

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## Toolkit · Cost Optimisation · Enterprise tier

Structured playbook to identify, prioritise and deliver cost reduction.

### 1. Purpose

Identifies cost-saving levers, sequences them by speed and impact, and defines governance.

### 2. Who should use this

- CFO
- Transformation

### 3. When to use it

- At the start of every toolkit cycle for the group.
- Whenever a material change occurs in the underlying business, regulation or risk profile.
- During quarterly management and board reviews.
- As part of internal audit and second-line assurance work.

### 4. Step-by-step usage

1. Read the executive summary and identify the workstreams that apply to your group.
2. Localise assumptions, currencies, regulatory references and naming conventions.
3. Populate the working sections with current data and source-document references.
4. Run an internal challenge session before the first formal review.
5. Present at the relevant committee (Treasury, ALCO, ExCo or Board).
6. Capture decisions and actions; refresh on the agreed cadence.

### 5. Controls and approval workflow

- Segregation of duties between preparer, reviewer and approver.
- Documented delegated authority with monetary and instrument limits.
- System-enforced limits where the toolkit drives downstream payments or trades.
- Quarterly independent review by Internal Audit or second-line Risk.
- Exception log retained for at least seven years for regulatory inspection.

## 6. Review frequency

Reviewed at least quarterly and refreshed when underlying assumptions change.

## 7. Sample working template

Initiative	Owner	Committed (m)	Realised YTD (m)	Status	P&L Line
Distribution route review	Supply Chain	420	180	On track	Distribution
IT vendor consolidation	CIO	310	95	At risk	IT Opex
Energy efficiency	Facilities	180	110	On track	Utilities
Spans & layers	HR	540	220	On track	People

## 8. Key topics covered

- Cost reduction
- Levers

## 9. Implementation notes

- Localise to your group's chart of accounts, currencies and entity structure before first use.
- Wire the outputs into existing treasury / FP&A reporting cadences rather than running in parallel.
- Capture data lineage so each figure can be traced back to its source system.
- Run a dry cycle with a small business unit before group-wide rollout.
- Pair with the related Outliers framework and assessment to track maturity uplift over time.