



AWS COST · SAMPLE DELIVERABLE

Handover Playbook and Monthly Cost Review

Week 6 of 6: Hand over · prepared for Seatlark, Inc.

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SAMPLE DELIVERABLE

This is a sample deliverable. Seatlark, Inc. is a fictional company: every account, resource, finding, figure, and person in this report is simulated to show the form and depth of a Vantalect engagement. AWS prices are list prices from the AWS Price List API retrieved on October 13 and 16, 2026, and AWS Business Support+ pricing is from the AWS Support pricing page on October 16, 2026.

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Summary

The Optimization identified **\$246,839 a year** of savings. By the end of week six, **\$155,076 a year** was in place across 20 changes, \$148,967 of it measured on the Cost and Usage Report, and **\$152,076 a year counted for the guarantee: 4.35 times the \$105,000 gate**, so the second invoice of \$17,500 is issued with the measurement report. **\$52,808 a year** more is approved and scheduled, with an owner and a date for each of 6 changes, and \$35,846 a year was declined and can be reopened. This report is the playbook that lets Seatlark finish the roadmap, keep the bill down while the remaining waves land, and run all of it without Vantalect.

Four things need an action from someone at Seatlark, in this order.

1. **Confirm the partner notice for D-2.** The partner database resize is scheduled for June 27, 2026, and Seatlark Connect’s partner contracts, which Diego Saldana’s team owns, require ten business days’ notice. The load test against a restored copy at the new class has to pass first, and the notice goes out right after it, no later than June 11, 2026, the last day that leaves ten business days before the window ([The deferred-changes calendar](#)). A notice sent at the readout would have put the first window inside the freeze, which is why D-2 waited.

2. **Hold the first monthly cost review on July 14, 2026** with the agenda in [The monthly cost review](#), so the guardrails have owners who have met.
3. **Put the commitment reviews on Lydia Brandt's calendar:** October 1, 2026, January 4, 2027, and April 1, 2027, then the three-year decision when C-1 ends on June 3, 2027 ([The commitment ladder](#)).
4. **Name owners for the two open questions** the engagement does not answer: the Direct Connect review for colo exit and the orders-database licensing question ([Open items](#)).

What the identified figure became

Every dollar of the identified figure is in one row below, and the rows add to it. This is the table to open at the monthly review when someone asks where the savings went.

Identified to in place to measured to counted. Each row is rounded to the dollar, and the rows add up as printed.

Stage	What it is	Annualized
Identified	The Analysis, 29 findings priced as 30 changes	\$246,839
Less: approved and scheduled	6 changes that wait on a date or an event (The remaining roadmap)	-\$52,808
Less: declined at the readout	R-3, S-2, N-4	-\$35,846
Less: approved, then declined	S3-3, reversed in week five	-\$3,109
In place at the estimates	20 changes	\$155,076
Less: measurement against estimate	8 of 20 measured within 0.5% of their estimates; the rest are in the next table	-\$6,109
Measured	CUR 2.0 public On-Demand cost for covered usage and unblended cost elsewhere, seven days before against seven days after, times 365; C-1 by its ARN	\$148,967
Plus: approved, then declined, at its estimate	S3-3; the terms count it	\$3,109
Counted for the guarantee	Against the gate of \$105,000: 4.35 times, a margin of \$47,076	\$152,076

Three notes keep the numbers honest. Only S3-3 is the reason counted exceeds measured, and it counts because the terms say a change approved at the readout and later declined counts at its estimate. The measured savings alone are 4.26 times the fee. And one-time charges (\$3,117, mostly the Glacier Instant Retrieval transitions for S3-1) are listed beside the result and never annualized into it; counted net of them is \$148,959.

The changes that measured below their estimates, largest shortfall first. Every other change measured at its estimate.

ID	Change	Why	Estimate	Measured	Short by
S-1	Dev, partner non-production, and perf-test schedules	Three on-sale rehearsals ran the perf-test fleet about 32 hours in the seven-day after-window, against the 22 a week in the plan (a pace of about 140 hours a month, not 96)	\$24,183	\$22,007	\$2,176
W-4	Snapshot and AMI sprawl	EBS snapshots are incremental, so deleting one frees only the blocks no other snapshot references (the estimate used billed cost per snapshot)	\$11,412	\$10,271	\$1,141
R-1	Marketplace API tier m5.2xlarge to m5.xlarge	Daily cost noise inside the measurement window	\$10,092	\$9,587	\$505
R-2	Partner APIs m5.2xlarge to m5.xlarge	Daily cost noise inside the measurement window	\$10,092	\$9,587	\$505
L-2	Debug logging off	Two services read their log level only at deploy, and their deploys were queued behind the release train, so they logged at debug through the seven-day after-window	\$3,600	\$3,168	\$432
S3-1	Ticket-scan uploads to Glacier Instant Retrieval	Daily cost noise inside the measurement window	\$5,674	\$5,334	\$340
	The other 6 changes that measured short	Each a few percent short of its estimate, with no single cause			\$1,010

The remaining roadmap

\$52,808 a year across 6 approved changes is still to put in place, each waiting on a reason its owner gave. None is abandoned and none counts toward the gate. \$35,846 a year more was declined, and each of those has a trigger that reopens it. Changes are pull requests against the repository that defines the resource, or change tickets where the change is made by hand.

The six approved-and-deferred changes, in date order, with the owner and the event that releases each.

ID	Change	Owner	Channel	Target	Per year
E-2b	Production search io1 to gp3	Imani Brooks	PR, marketplace-infra	Jun 22	\$10,800
D-2	Partner database to db.r6g.xlarge	Diego Saldana	PR, partner-infra	Jun 27	\$9,294
D-3	Catalog database to db.r6g.2xlarge	Imani Brooks	PR, marketplace-infra	Jul 9	\$19,290
G-2	Partner APIs to Graviton	Diego Saldana	PR, partner-infra	Jul 10	\$1,514
G-1	Marketplace web and API to Graviton	Aaron Feld	PR, marketplace-infra	Jul 23	\$4,541
N-3	Cache colo order-status calls, read in-AZ	Aaron Feld	PR, marketplace-infra	Aug 14	\$7,369
Total					\$52,808

What each change waits on, with its evidence and rollback, travels with it, so the person who runs it was not in the room when it was approved.

What releases each deferred change, the evidence behind it, and how to undo it.

ID	Waits on	Evidence	Rollback
E-2b	the production freeze (June 4 to 14) and the biggest on-sale of the summer: Imani Brooks will not touch the search cluster in the week before it	Measured peak is 1,900 IOPS, including the reindex after the April on-sale	Modify back to io1
D-2	a load test against a restored copy at the new class, then ten business days' notice of a maintenance window, which Seatlark Connect's partner contracts require	This halves the memory, so it is a downsize first and a Graviton move second, and the saving is shown in those two parts; the 18 GiB working set fits in 32 GiB with room for connections. The contracts require ten business days' notice of a maintenance window	Modify back to the previous class
D-3	a load test that replays an on-sale, then the July maintenance window	This halves the memory, so it is a downsize first and a Graviton move second, and the saving is shown in those two parts. db.r5.4xlarge PostgreSQL Multi-AZ lists at \$4.00 an hour; db.r6g.2xlarge at \$1.798	Modify back to the previous class
G-2	an arm64 build of the partner APIs, validated in staging	The same 15% as G-1; modest and rated medium	Redeploy the x86 image
G-1	the July container replatform, which moves the marketplace to arm64 images	At list prices Graviton saves 15% on the general-purpose family (m5.xlarge \$0.192 against m7g.xlarge \$0.1632)	Redeploy the x86 image
N-3	an application change (the order-status cache), approved for the Q3 sprint	Hybrid chatter pays \$0.02 a GB through Transit Gateway, \$0.02 a GB out over Direct Connect, and \$0.01 a GB each way across AZs; the estimate is a 30% cut	Turn the cache off

The three declined findings, and what reopens each. A declined finding stays on the roadmap with its owner's reason; it comes back when the reason stops being true.

The declined findings and the trigger for each. A declined change counts for nothing until it is approved and in place.

ID	Finding	Owner's reason	What reopens it	Per year
N-4	Second Direct Connect port from 10 Gbps to 1 Gbps (Owen Pradhan)	The orders database cutover in July needs failover at full rate. The ports are revisited at colo exit.	The orders database has cut over (wave 7) and its failover has been rehearsed at full rate, or the colo-exit review, whichever is first	\$17,082
R-3	Ingestion workers m5.4xlarge to m5.2xlarge (Imani Brooks)	Compute Optimizer never saw an on-sale. Show me a load test first. Rescheduled as a perf-test exercise after the freeze, on the remaining roadmap.	The load test replays the April on-sale against ingestion on m5.2xlarge, and queue depth and lag hold	\$13,455
S-2	Staging schedule, 6 AM to 10 PM Eastern (Aaron Feld)	Staging runs the overnight on-sale rehearsals and the partner acceptance tests in other time zones; the schedule would interrupt both.	Staging no longer needs to run overnight, or the rehearsal runbook sets a schedule override tag	\$5,308

Four patterns recur. **Production changes wait for a window** (put each in its change ticket in advance, with its rollback). **Load tests decide sizing** (D-2, D-3, R-3): the perf-test account replays an on-sale, because Compute Optimizer's default 14-day window missed the April on-sale.

Builds gate Graviton (G-1, G-2). **Contracts and sprints set dates** (D-2's ten business days, N-3's order-status cache).

The deferred-changes calendar

The date is the event that releases each item. Notices, reviews, and waves are on it too, because several changes depend on them.

The calendar of deferred changes, notices, monthly reviews, and the waves that matter to them, in date order.

Date	What	Owner
Thursday, Jun 11	Partner notice for D-2 goes out once its restored-copy load test passes (ten business days before the June 27 window)	Diego Saldana
Monday, Jun 22	E-2b: Production search io1 to gp3 (\$10,800 a year)	Imani Brooks
Saturday, Jun 27	D-2: Partner database to db.r6g.xlarge (\$9,294 a year)	Diego Saldana
Saturday, Jun 27	MySQL 8.0 to 8.4 on partner-prod and partner-nonprod, in D-2's window (avoids \$730 a month of RDS Extended Support from August 1; cost avoidance, not counted)	Diego Saldana
July to August 2026	Wave 7: Orders and checkout, and the SQL Server Enterprise database (9 TB)	Owen Pradhan
Thursday, Jul 9	D-3: Catalog database to db.r6g.2xlarge (\$19,290 a year)	Imani Brooks
Friday, Jul 10	G-2: Partner APIs to Graviton (\$1,514 a year)	Diego Saldana
Tuesday, Jul 14	Monthly cost review, the second Tuesday of every month: Jul 14, Aug 11, Sep 8, and on. The first re-measures the deferred changes that have landed	Owen Pradhan
Thursday, Jul 23	G-1: Marketplace web and API to Graviton (\$4,541 a year)	Aaron Feld
Friday, Jul 31	RDS for MySQL 8.0 standard support ends; any 8.0 instance left bills Extended Support from August 1 (\$0.10 a vCPU-hour, both copies of a Multi-AZ instance)	Diego Saldana
Friday, Aug 14	N-3: Cache colo order-status calls, read in-AZ (\$7,369 a year)	Aaron Feld
Tuesday, Sep 8	Orders-database licensing question comes to the review, after the wave 7 cutover	Renee Castellano
October to November 2026	Wave 8: Broker Desk and the remaining SSIS hosts	Owen Pradhan
January to March 2027	Wave 9: Payments and fulfillment (the PCI zone)	Owen Pradhan
March to May 2027	Wave 10: The data warehouse (14 TB)	Owen Pradhan
May to June 2027	Wave 11: Corporate IT; colo exit June 30, 2027	Owen Pradhan

For every change, follow four steps: put it in its window’s change ticket with its rollback from the evidence table above; run it through the pull request; check the changed resource’s daily cost the next day; and re-measure it seven days after with the method in [Running the playbook without Vantalect](#), recording the measured figure beside its estimate.

E-2b changes three volumes one at a time, by setting `VolumeType: gp3` and `Iops: 4000` on each `AWS::EC2::Volume` in `marketplace-infra` (a volume cannot be modified again for six hours after a change). D-2 and D-3 set a new `DBInstanceClass` on the `AWS::RDS::DBInstance`, which fails a Multi-AZ database over once, which is why D-2 needs partner notice.

The commitment ladder

C-1, the one-year No Upfront Compute Savings Plan at **\$5.00 an hour**, was bought on June 3, 2026 and ends on June 3, 2027. It covers \$6.82 an hour of On-Demand usage, 58.6% of the \$11.63-an-hour floor, at 26.7% off, and saves \$1,329 a month, \$15,950 a year. After every deferred rightsizing and Graviton change and the declined ingestion resize, the floor is still \$9.41 an hour On-Demand, \$6.89 at the plan’s rates, so the plan stays fully used. The ladder adds to it as waves land and never gets ahead of them.

The commitment ladder: a one-year tranche each quarter as waves land, a three-year plan sized at colo exit, and a database commitment after the orders cutover.

Rung	When	What	Sizing rule
One-year tranches	Oct 1, Jan 4, Apr 1 (each quarter, as waves land)	A one-year No Upfront Compute Savings Plan, bought by Lydia Brandt in the management account	The 24-hour floor of the waves that have landed and survived 90 days, after the runbook’s sizing, less what the active plans already cover. Never above that floor. Room today, before any new wave: \$1.89 an hour of commitment would stay fully used after every deferred change
The three-year plan	June 3, 2027, when C-1 ends, four weeks before colo exit	One three-year Compute Savings Plan on the floor measured that week	The end-state floor. Wave 11 is 4% of the end-state run rate, so the floor is known within that margin
A database commitment	After the orders-database cutover (wave 7), at the first quarterly review that follows	Reserved instances or a database commitment, whichever covers the engine and size then running	The databases that will certainly run on RDS, at their final class

Why the three-year plan waits for colo exit. For the same coverage as C-1, a three-year plan would save about 49% instead of 27%, about \$1,118 a month more. It also commits \$91,148 over its term, against \$43,800 for C-1's year. A Savings Plan can be returned only within 7 days of purchase, in the same calendar month, and only if its hourly commitment is \$100 or less; after that it cannot be canceled. C-1's window closed on June 10, 2026, and a three-year plan at C-1's coverage would commit about \$3.47 an hour, so it could be returned for a week and then be fixed for three years. Until the estate is known, the extra \$1,118 a month is not worth the risk of stranding it. At colo exit it is the right buy.

Why RDS commitments wait. The databases are about to change underneath any commitment. D-2 and D-3 move the production databases to a different instance family, which would strand a reservation sized to the old one, and the orders database arrives in wave 7 as SQL Server on EC2, where a Compute Savings Plan covers it, unless the licensing decision in [Open items](#) moves it to a managed engine.

The five RDS databases are catalog-prod and partner-prod (production, Multi-AZ), catalog-staging (Multi-AZ, kept for failover rehearsals), and catalog-dev and partner-nonprod (single-AZ since D-1). RDS runs \$7,297 a month now and \$4,915 after the database changes in the roadmap, so a commitment sized today would strand a third of it.

For every rung, size to the floor and never the average, read the recommendation, write a short memo comparing renew, resize, and wait, have Lydia Brandt approve, and record it in the commitment register: plan, hourly amount, term, start, end, approver, next decision. Check the fit every month.

BASH

```
aws savingsplans describe-savings-plans --states active queued
aws ce get-savings-plans-utilization --time-period Start=<first-of-month>,End=<first-of-next-month> --granularity MONTHLY
```

The monthly cost review

One meeting a month, 60 minutes, on the second Tuesday, after AWS has finalized the previous month's report: July 14, 2026, August 11, 2026, September 8, 2026. It is how everything in this engagement stays done.

Who attends the monthly cost review and what each brings.

Role	Who	Brings
Chair	Owen Pradhan, Vice President, Infrastructure	The agenda, the showback, the register of changes
Finance	Lydia Brandt, Vice President, Finance	Commitment approvals and the next ladder date
Site reliability	Beth Morrow, Manager, Site Reliability Engineering	The guardrails, the tag policy, the waste re-run
Workload owners	Aaron Feld, Imani Brooks, Diego Saldana, Kara Lindqvist	The on-sale calendar, the load test, partner notice dates, and wave runbook results for their workloads
Data	Sanjay Iyer, Manager, Data Engineering	The unit-cost denominators
Sponsor	Renee Castellano, Chief Technology Officer	Decisions that cross teams; attends quarterly

The agenda, in order. Each item has one lead and one input, so nobody comes without something to read.

Minutes	Item	Lead	Input
5	The month in numbers: bill against the plan line, KPIs	Owen Pradhan	Cost Explorer; the five measures in KPIs and unit costs
10	Showback by team and what moved	Owen Pradhan	The showback query; top movers by service
10	Anomalies and budgets that fired	Beth Morrow	The anomaly digest and budget alerts, each with its owner's answer
10	Waves landed: cost against colo allocation	Aaron Feld	The wave cost query; the runbook checklist
10	Roadmap status and the deferred changes	Each owner	The register of changes; The deferred-changes calendar
10	Commitments, waste, and recommendations	Lydia Brandt, Beth Morrow	Utilization and coverage; the waste register re-run
5	Decisions and owners recorded	Owen Pradhan	The decision list, read back

The twelve questions the chair asks, in this order, every month. A question with no answer is an action item with an owner.

1. What did the bill do against the plan line, and is the gap explained by a wave?

2. Which services moved most against last month, and was each move expected?
3. Which budget or anomaly fired, and what did its owner decide?
4. Which wave landed or is landing, and is its cost at or under its colo allocation?
5. Was every landed wave sized by the runbook from 30-day 95th-percentile use, not from allocation?
6. What are Savings Plan utilization and coverage, and is a tranche or the three-year decision due?
7. Which deferred changes reached their date, and what did the re-measurement show?
8. Which declined findings have a trigger that has fired?
9. What is the untagged share, and which accounts carry it?
10. What is the non-production share of the bill, and are any schedules suspended or exempt?
11. Did any new gp2 or io1 volume or log group without retention get past the guardrails?
12. What did the waste re-run find: unattached volumes, MGN leftovers, idle load balancers, snapshots without expiry?

The **dashboard** has seven panels, one per line the review reads, each with the signal that puts an item on the agenda:

- **Monthly bill against the plan line** (Cost Explorer, monthly): a gap that no landed wave explains.
- **AWS cost per \$1,000 of ticket volume** (the unit-cost query): compare it to the plan line, not to last month.
- **Cost by MigrationWave against allocation** (CUR 2.0 grouped by the tag): a ratio above 1.00, 90 days after cutover.
- **Savings Plan utilization and coverage** (Cost Explorer): utilization under 100% means stranded commitment.
- **Untagged share by account** (CUR 2.0): any account over the target in [KPIs and unit costs](#).
- **Non-production share of the bill** (CUR 2.0 by Environment tag): rising two months in a row.
- **Waste re-run counts** (the waste register queries): new items since the last review.

KPIs and unit costs

A bill that rises is good news only if the business is growing underneath it, and for a company in the middle of a migration it is supposed to rise. So the review reads five measures, and the first two are the ones that tell a bill that grew from a bill that leaked.

The five measures the monthly review reads first, with where each stands and where it should go.

Measure	Now	Target	Basis
AWS cost per \$1,000 of ticket volume	\$0.97	Follows the plan line below; \$0.71 with this engagement's changes in place at today's usage	A year's AWS cost over \$640 million of ticket volume, tracked monthly
Cost per migrated wave against its colo allocation	Wave 6: 1.00 at cutover; its 90-day reading is September 8, 2026	At or under 1.00 for each wave 90 days after cutover	Net monthly cost of the wave's MigrationWave tag over the wave's colo allocation (below)
Tag coverage: share of spend with a Team tag	69.3% at week one	95% of spend, and every new resource	The tag policy; reviewed monthly
Commitment coverage and utilization	58.6% of the floor, 41.9% of all On-Demand EC2; utilization 100%	Utilization at 100%; coverage rises by tranche, never above the floor	Savings Plans reports; the ladder
Non-production share of the net bill	20.3% at week one, 14.0% with the changes in place	At or under the in-place level as waves land	Environment tag and account type

Why cost per \$1,000 of ticket volume is read against a plan line. Seatlark's bill is \$0.97 per \$1,000 of tickets that change hands today. At the same volume it will rise to \$2.35 at colo exit, because the plan moves workloads onto the AWS bill that the colo bill carries today, not because anything leaked. The measure is useful against the line the plan draws, at the volume of that month. **Cost per migrated wave against its colo allocation** is the one that says whether a wave was landed well: the net AWS cost of its MigrationWave tag, 90 days after cutover, should be at or under its monthly allocation.

Seatlark's own plan per \$1,000 of ticket volume, with the AWS cost it adds for each wave.

Plan step	Planned AWS cost added per month	Monthly bill in the plan	Per \$1,000 of ticket volume, at today's volume
Today (May run rate)		\$51,660	\$0.97
After wave 6	\$2,600	\$54,300	\$1.02
After wave 7	\$22,000	\$76,300	\$1.43
After wave 8	\$12,000	\$88,300	\$1.66
After wave 9	\$18,000	\$106,300	\$1.99
After wave 10	\$14,000	\$120,300	\$2.26
After wave 11	\$5,000	\$125,300	\$2.35

The plan line is at today's \$640 million a year of ticket volume, before savings and before cost avoidance; volume growth lowers every figure. The plan prices each wave at its colo allocation, compared in the next table. Wave 6 cut over on May 30, 2026.

The colo allocation, by wave. Lydia Brandt sent the migration business case's wave table on June 2, 2026, in answer to the first ask of the baseline report: the business case allocates the data center's cost to waves 6 to 11 (the plan's wave figures) and to nothing before wave 6: it holds no allocation for any single workload, so the by-workload comparison stays AWS-only and the by-wave comparison starts with wave 6. The table sets each wave's allocation beside the cost the runbook aims its AWS bill at.

Each wave's colo allocation from the migration business case, and the runbook's target for its AWS bill.

Wave	When	Colo allocation a month	Runbook target, a month (12% to 20% under the allocation)	Where it stands
6	May 30, 2026 (during the engagement)	\$2,600	Lifted before the runbook existed	Landed: the bill rose by \$2,600, 1.00 of its allocation at cutover; read at 90 days on September 8, 2026
7	July to August 2026	\$22,000	\$17,600 to \$19,360	Not landed; read 90 days after cutover
8	October to November 2026	\$12,000	\$9,600 to \$10,560	Not landed; read 90 days after cutover
9	January to March 2027	\$18,000	\$14,400 to \$15,840	Not landed; read 90 days after cutover
10	March to May 2027	\$14,000	\$11,200 to \$12,320	Not landed; read 90 days after cutover
11	May to June 2027	\$5,000	\$4,000 to \$4,400	Not landed; read 90 days after cutover
Total		\$73,600		

The targets are not measured, not counted toward the gate, and not a saving on the bill. Waves 0 to 5 have no allocation in the business case, so the comparison starts at wave 6. Wave 7, orders and checkout, is customer-facing: its target holds only if peak data or a load test supports the smaller size.

Both unit costs need the same two inputs: the cost from the CUR 2.0 export, and a denominator from the system that counts the thing. Put the denominators in a small table loaded by a monthly job, `finops.unit_denominators(month, ticket_volume_usd)`, so the query never depends on someone remembering a number.

SQL

```
-- AWS cost per $1,000 of ticket volume, by month: net cost over the exchange's volume from the
denominators table.
SELECT c.month,
       round(c.net_cost / (d.ticket_volume_usd / 1000.0), 4) AS aws_per_1000_ticket_volume
FROM (SELECT billing_period AS month, sum(line_item_unblended_cost) AS net_cost
      FROM cur2.seatlark_cur
      WHERE line_item_line_item_type NOT IN ('Tax', 'Credit', 'Refund')
      GROUP BY 1) c
JOIN finops.unit_denominators d ON d.month = c.month
ORDER BY c.month;
```

The wave measure is the same query grouped by `element_at(resource_tags, 'user_migrationwave')` for the month.

Guardrail ownership

Each guardrail was built in week five, during the production freeze, and each has an owner, a signal, and a response. The ids, names, and owners below are the register in the week-five report. They are the reason the bill stays down after the people who found the savings have left.

The ten guardrails of week five, with the ids and owners of the register in that report, and the response when each fires.

ID	Guardrail	Where it lives	Owner	When it fires, do this
GR-1	A budget per account	seatlark-landing-zone	Lydia Brandt	Ask the account owner if the spend is expected; raise the budget in a pull request with a reason, or stop the spend within a business day
GR-2	Cost Anomaly Detection per account	seatlark-landing-zone	Lydia Brandt	Read the anomaly with the account owner the same day; an immediate alert goes to the on-call topic and is answered in the hour
GR-3	Tag policy: Team, Workload, Environment, MigrationWave	seatlark-landing-zone	Beth Morrow	Fix the tag, or add the value to the policy with a reason in the pull request
GR-4	Config rule: no new gp2 or io1 volumes without an exception tag	seatlark-landing-zone	Beth Morrow	Move the volume to gp3, or record why it needs io1 in the exception tag's ticket
GR-5	SCP: refuse gp2 and io1 volumes without an exception tag	seatlark-landing-zone	Owen Pradhan	A refused launch is the guardrail working: add the exception tag with a ticket, or change the launch template to gp3

ID	Guardrail	Where it lives	Owner	When it fires, do this
GR-6	Instance Scheduler as the non-production default	seatlark-landing-zone	Beth Morrow	A suspended schedule needs an end date in its ticket; the launch templates in marketplace-infra and partner-infra carry the tag, and staging rehearsals use the override tag
GR-7	Log-group retention in the account baseline	seatlark-landing-zone	Beth Morrow	No action: the baseline sets retention. Review any group an owner sets longer than the default
GR-8	The VPC template	seatlark-landing-zone	Owen Pradhan	A new VPC without endpoints fails review; add them from the template
GR-9	Wave runbook: size from use, not allocation	seatlark-landing-zone	Owen Pradhan	A cutover ticket without the sizing sheet (and, for a customer-facing tier, the peak data or load-test result) is not approved
GR-10	Wave runbook: MGN cleanup	seatlark-landing-zone	Beth Morrow	A wave is not closed until its source servers are archived and its replication servers are gone

A guardrail whose alerts nobody answers is worse than none, because it teaches people to ignore the channel. If an alert has no useful response, change the alert and do not leave it.

The wave runbook as handed over

The wave runbook is the checklist the 5 remaining waves follow, from wave 7 (July to August 2026) to wave 11 (May to June 2027). It puts the patterns that found this engagement's savings in front of each wave, so the wave lands right and is not fixed afterward.

The runbook's steps, who owns each, and the share of a wave's planned cost each is aimed at. The shares are the aim, not a measurement.

Step	What the runbook does	Guardrails	Owner	Share of a wave's planned cost
1	The wave runbook sizes from 30-day vCenter 95th-percentile use, not allocation	GR-9	Owen Pradhan	7.0% to 10.0%
2	Instance Scheduler on by default in non-production accounts; Multi-AZ only in production	GR-6	Beth Morrow	2.0% to 4.0%
3	An AWS Config rule and an SCP that refuse new gp2 and io1 volumes without an exception tag	GR-4, GR-5	Beth Morrow and Owen Pradhan	1.0% to 2.0%
4	Log-group retention set by the account baseline; agent metrics from a shared configuration	GR-7	Beth Morrow	1.0% to 2.0%
5	The VPC template: S3 and DynamoDB gateway endpoints, one NAT gateway in non-production	GR-8	Owen Pradhan	0.5% to 1.0%
6	MGN cleanup in the cutover checklist (finalize, disconnect, archive)	GR-10	Beth Morrow	0.5% to 1.0%
Total				12% to 20%

The sponsor's decision. Renee Castellano, Chief Technology Officer, decided on June 15, 2026: the sizing sheet and the MGN cleanup are required attachments on every cutover change ticket from wave 7. Owen Pradhan owns the sizing step and Beth Morrow the cleanup step.

The sizing step is the one to get right. Size each server from 30 days of vCenter 95th-percentile use and the on-sale calendar, not from its allocation, and keep headroom where the workload has none of its own: the web tier keeps its size because it has no autoscaling yet and its on-sale peak would run a smaller size near its limit. A customer-facing tier is sized only with on-sale peak data (the busiest on-sale window at one-minute resolution) or a load-test result on the candidate size, attached to the cutover ticket; the sizing sheet alone never sizes it. Wave 7, orders and checkout, is the largest share of the avoidance (\$2,640 to \$4,400 a month) and is customer-facing, so its size comes from a load test that replays the April on-sale. The step before cutover is a change ticket that records the size, the evidence, and the rollback; the step after it is the wave cost query at 90 days.

The remaining waves add \$71,000 a month to the plan. If the runbook captures 12% to 20% of each wave’s planned cost, that is \$8,520 to \$14,200 a month, \$100,000 to \$170,000 a year (the monthly range times twelve, rounded to \$10,000) at the end state. It is **not measured, not counted toward the gate, and not a saving on the bill**: a workload that has not moved has no "before" on the Cost and Usage Report. Read the actual cost of each wave against its allocation to see how much it captured. Lydia Brandt confirmed assumption A1 on June 9, 2026: the \$1.5 million a year is the end-state annual run rate, the first reading, so the plan’s end state stands and the other reading is a sensitivity only. Had the end state been larger than the plan, the range would have scaled by 1.6 to 2.1 times; it does not.

Return on each fee

The return on each fee. Seatlark paid one fee, \$35,000: the Analysis is weeks one and two of the Optimization, so its column shows what the roadmap would return to a client who bought the Analysis alone, at two paces. The Optimization column shows what was measured; payback and the first-year net use the measured savings, and the counted figure decides the gate only.

	The Analysis, if bought alone (two weeks)	The Optimization (six weeks, the Analysis included)
Fee	\$25,000 if bought alone; here it is weeks one and two of the Optimization, inside its fee	\$35,000: \$17,500 at signature and \$17,500 only past the gate
What Seatlark has at the end	The ranked roadmap: \$246,839 identified, \$210,993 approved at the readout	\$152,076 counted, measured on its own bill, plus \$52,808 approved and scheduled
First-year return	Depends on the team's own pace (\$105,497 a year at half, \$168,794 at 80%)	\$148,967 measured against \$35,000: \$113,967 net
Multiple of the fee	4.2 times at half, 6.8 times at 80%	4.35 times counted for the gate
Payback	2.8 months at half, 1.8 months at 80%	2.8 months
Run rate once the deferred changes land		About \$201,775 a year, 33% of the week-one bill (measured savings plus the deferred changes at their estimates)
Forward-looking	The same levers, if the team builds them	\$100,000 to \$170,000 a year at colo exit, not measured, not counted toward the gate, and not a saving on the bill

Seatlark paid \$35,000 in total, the Optimization’s fee; the Analysis was its first two weeks, not a second purchase. Bought alone, the Analysis’s \$25,000 buys the roadmap, and what it is worth depends on how much of it the team puts in place and how fast: half of the approved set in place within a quarter is \$105,497 a year, a 2.8–month payback, and 80% is \$168,794, 1.8 months. The Optimization’s \$35,000 bought that work done and measured: \$148,967 a year measured on the bill, which repays the fee in 2.8 months and nets \$113,967 in the first year. For the gate alone, the terms count \$152,076, and the second invoice of \$17,500 is issued with the measurement report because the gate was met.

Two larger numbers are named here and not claimed. The Direct Connect ports retire at colo exit, up to \$3,285 a month, and that is already in Seatlark’s plan. And moving the orders database off SQL Server Enterprise to Aurora PostgreSQL is a licensing and application decision beyond this engagement.

Open items

Two questions are bigger than the roadmap and have no owner yet. We name an owner and a date for each so they are not forgotten.

The two open items, each with an owner and a date.

Item	Why it is open	Owner	By
The colo–exit Direct Connect review	The two 10 Gbps ports cost \$3,285 a month and retire at colo exit. N–4, the second port to 1 Gbps (\$17,082 a year), was declined because the July orders–database cutover needs failover at full rate. Review the ports after that cutover and 90 days before colo exit	Owen Pradhan	April 1, 2027
The orders– database licensing question	The orders database arrives in wave 7 as SQL Server Enterprise on EC2. Whether it stays there or moves to Aurora PostgreSQL is a licensing and application decision, beyond this engagement, with the largest saving in the plan attached	Renee Castellano, with Owen Pradhan and Aaron Feld	September 8, 2026 (the review after the cutover)

Running the playbook without Vantalect

Everything Seatlark needs is in the four repositories and in this set of reports. Nothing depends on Vantalect holding an account, a role, or a tool. The access roles were read–only and are removed when you tell us.

Where each part of the playbook lives, how often it runs, and who runs it.

Playbook piece	Where it lives	Cadence	Owner
Waste register re-run (Compute Optimizer, Cost Optimization Hub)	seatlark-landing-zone	Quarterly	Beth Morrow
Rightsizing and Graviton	The repository that defines the resource	Monthly, from the review	Each workload's owner
Commitment memo and register	The finance folder	At each ladder date	Lydia Brandt
Budgets, anomaly monitors, tag policy	seatlark-landing-zone	When an account is added	Beth Morrow
CUR 2.0 export, Athena tables, showback queries	seatlark-landing-zone	Monthly	Owen Pradhan
Savings measurement	The query below	Quarterly, and for each large change	Owen Pradhan

To measure any change the way the terms define it, compare the daily cost of the changed resource for the seven days before and the seven days after, leaving the change day out, and multiply the difference by 365. The cost is public On-Demand cost for usage a Savings Plan or reservation covered and the unblended cost for everything else, so that the plan's discount is not counted as a saving of the change it covers; Seatlark has no private pricing agreement, so public On-Demand cost is what uncovered usage bills. Measure the Savings Plan itself by its ARN, on what it covered and what that usage would have cost On-Demand, as the week-six measurement report does.

SQL

```
WITH daily AS (
  SELECT date(line_item_usage_start_date) AS day,
         sum(CASE line_item_line_item_type
              WHEN 'SavingsPlanCoveredUsage' THEN pricing_public_on_demand_cost
              WHEN 'DiscountedUsage' THEN pricing_public_on_demand_cost
              ELSE line_item_unblended_cost
            END) AS cost
  FROM cur2.seatlark_cur
  WHERE line_item_resource_id = '<resource-id>'
     AND line_item_line_item_type NOT IN ('SavingsPlanRecurringFee', 'SavingsPlanNegation',
     'RIFee', 'Fee', 'Tax', 'Credit', 'Refund')
     AND billing_period IN ('<yyyy-mm-before>', '<yyyy-mm-after>')
  GROUP BY 1
), windows AS (
  SELECT sum(CASE WHEN day BETWEEN date_add('day', -7, date '<change-date>') AND
    date_add('day', -1, date '<change-date>') THEN cost ELSE 0 END) / 7.0 AS daily_before,
         sum(CASE WHEN day BETWEEN date_add('day', 1, date '<change-date>') AND date_add('day',
    7, date '<change-date>') THEN cost ELSE 0 END) / 7.0 AS daily_after
  FROM daily
)
SELECT daily_before, daily_after, (daily_before - daily_after) * 365 AS annual_saving FROM
windows;
```

The cycle. Monthly: the review. Quarterly: re-run the waste register and the rightsizing plan on 30 days of fresh data, re-measure the largest changes, and review the tag policy and the ladder. A new account joins the tag policy, the budgets, and the anomaly monitors on day one. Ask for a second opinion if a bill moves more than a fifth in a quarter with no wave to explain it.

The closing readout

The closing readout is Thursday, June 18, 2026 (Juneteenth is a company holiday, so it is not Friday). It covers four things, in this order: the week-six measurement, which counts \$152,076 against the \$105,000 gate and issues the second invoice of \$17,500; the remaining roadmap and its calendar; the commitment ladder; and the two open items with their owners. Renee Castellano and Lydia Brandt sign off the handover, and Owen Pradhan takes the chair of the first monthly review on July 14, 2026.

What you keep

The handover workshop, its recording and transcript, and every report, query, runbook, and decision are in your Pavilion workspace, and you take one archive of all of it at the close. The access roles are removed from your accounts when you tell us. Vantalect's working files are deleted from our systems within thirty days after the close.

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