From: Brittany Cougle

To: CIO Mart Doyle

Subject: SharePoint

By implementing Microsoft Sharepoint, we can increase revenue by $1.65 million over the next three years. SharePoint will allow our PMPs to easily collaborate with one another through shared workspaces that can share documents with all members of our team. This increased collaboration will result in higher efficiency, 4000 more billable hours per year, and an increase in revenue.

Microsoft SharePoint is an online collaboration tool that allows users within an organization to share information anywhere there is internet access. Users create "SharePoint Portals" that include shared workspaces, applications, blogs, and other documents. Users can edit and create a document or document library independently and then share it on the portal. Other users can make real-time changes to these documents so that these changes will automatically be shown to other team members. Currently our employees waste valuable time sending documents to each other and managing multiple versions of the same document. SharePoint will allow our employees to collaborate on a single document, increasing efficiency and revenues.

By investing $453,750 over three years in Microsoft SharePoint, we will achieve a three year net benefit of $1.65 million. With SharePoint, each of our PMPs will be able to bill an additional 400 hours a year, resulting in additional revenue and a three year benefit of $2.1 million. SharePoint is a technology worth investing in because we will be able to increase collaboration and efficiency, thereby increasing the number of billable hours per year, resulting in an increase in revenue.

	Year 1	Year 2	Year 2	Total
Costs				
Hardware/Software	$ 100,000	$100,000	$100,000	$ 300,000
Annual Maintenance	$ 18,000	$ 18,000	$ 18,000	$ 54,000
Loss of hours from administrator	$ 33,250	$ 33,250	$ 33,250	$ 99,750
Total costs	$ 151,250	$151,250	$151,250	**$ 453,750**
Benefits				
Additional hrs	$ 700,000	$700,000	$700,000	**$2,100,000**
Net Benefits	$ 548,750	$548,750	$548,750	**$1,646,250**

Works Cited

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