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SharePoint

I am writing to suggest that the company should install SharePoint as a web application framework in order to improve the productivity of the team of PMPs and increase the revenue. Implementation of SharePoint will help us save $1,846,250 over a three-year period. Moreover, since the team of PMPs is struggling with the management of documents related to their projects, SharePoint is the solution to the problem.

SharePoint is a web application platform created by Microsoft that it enhances team productivity by offering various useful features such as intranet, content management, and document management. First, SharePoint allows our employees to share information with other team members as well as the clients. It helps the PMPs coordinate with each other to improve the projects such as sharing ideas and communicating to the clients. Also, they can access the information on their mobile devices through the SharePoint App. In this case, the mobility provided by SharePoint maximizes the billable hours for the PMPs. Second, PMPs can create a single virtual location for the team to organize content and documents for the task in SharePoint; therefore, it allows users to better organize the documents related to their projects. For example, SharePoint allows users to manage multiple version of the same document so that every PMP can get the latest version of the file. Our PMPs can also take advantage of the enterprise system to manage numerous documents when they are dealing with more than one project. Lastly, a team manager can easily keep track of the progress of the project to make sure it can be completed on time as it is very important to our business that the projects can meet the deadlines. By using SharePoint a team manager is able to monitor and control the progress of any project because the administrator can set the timeline and priority of the project. SharePoint has many productive features that will benefit the workflow of the company.

The benefit of installing SharePoint is tangible since it would help the company earn approximately $1,846,250 over a three year period. Although the installation would cost $100,000 and the new software requires an annual maintenance fee of $18,000, adoption would eventually lead to an increase in profit by providing 400 extra billable hours to our PMPs. These added hours will contribute an increase of $ 2,100,000 in revenue. By installing SharePoint, we can increase profit, productivity, and worker efficiency.

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| --- | --- | --- | --- | --- |
|  | **Year 1** | **Year 2** | **Year 3** | **Total** |
| **Cost** |  |  |  |  |
| Installation Cost | $100,000.00 | $0.00 | $0.00 | $100,000.00 |
| Maintenance | $18,000.00 | $18,000.00 | $18,000.00 | $54,000.00 |
| 10% of the person | $33,250.00 | $33,250.00 | $33,250.00 | $99,750.00 |
| **Total Cost** | $151,250.00 | $51,250.00 | $51,250.00 | $253,750.00 |
|  |  |  |  |  |
| **Benefits** |  |  |  |  |
| Increased Revenue | $700,000.00 | $700,000.00 | $700,000.00 | $2,100,000.00 |
| **Total Benefits** | $700,000.00 | $700,000.00 | $700,000.00 | $2,100,000.00 |
|  |  |  |  |  |
| **Net Benefits** | $548,750.00 | $648,750.00 | $648,750.00 | $1,846,250.00 |

Work cited:

1. "Discover SharePoint." *Discover SharePoint*. N.p., n.d. Web. 08 Oct. 2014.
2. "The New Way to Work Together." *Microsoft SharePoint*. N.p., n.d. Web. 08 Oct. 2014.
3. "SharePoint." *Wikipedia*. Wikimedia Foundation, 10 July 2014. Web. 07 Oct. 2014.