

## **Flash Research Assignment: SharePoint**

You are the CTA of a small but rapidly growing consulting firm that specializes in IT project management. You have a team of 10 PMPs who are currently billing out 75% of their time (1,500 hour/year out of a 2,000 hour work year) at an average rate of \$175 per hour. Business is good and you actually have a considerable backlog of work.

Your PMPs spend a lot of time struggling with the management of documents related to their projects. From sharing documents with the client and each other to managing multiple versions of the same document, your PMPs are spending a lot of time managing documents and not creating value for your clients. You do not bill you clients for this time! You believe that an investment in SharePoint will increase the productivity of your team of PMPs and enable them to increase their billable hours by 400 hours per year (each PMP will bill out another 400 hours per year) which will enable you to just about eliminate your backlog of work and increase your revenue.

One of your PMPs is actually also an expert in SharePoint. He has worked up an estimate of \$100,000 for the purchasing of hardware and software plus an additional 18% for annual hardware/software maintenance. In addition, this person will need to spend 10% of their 1900 billable hours administering and supporting this system and will not be able to generate revenue as a PMP for this portion of their time.

Prepare a paper for the CIO which describes this technology and describes the business case for making investments in this technology. This organization always looks at investments over a 3-year period.

The maximum length of the body of this paper is 1 page. Additional pages may be used for optional diagrams and required references.

Through the implementation of Microsoft SharePoint our firm will experience a three-year net benefit of \$1.8 million. SharePoint is a portal-based project and document collaboration platform that will provide our project managers with document management opportunities ultimately increasing billable hours and company productivity.

Microsoft SharePoint is a collection of six servers which provides a browser-based collaboration and document management platform that empowers efficient teamwork. The document management feature of SharePoint facilitates the lifecycle of firm related documents from creation, review and publishing. This also provides multiple ways of sharing and classifying files for easy collaborative efforts and clientele access. For example, when working on a project in SharePoint our project managers will be able to simultaneously access the document for viewing, contribution and editing purposes, eliminating multiple versions of the same document. An improved document lifecycle and easier access to documents between the firm members and with clients will allow for an increase in business productivity and billable hours.

By implementing SharePoint, project managers of the firm will be able to dedicate more of their time towards billable hours allowing our company to experience a three-year benefit of \$2.1 million. SharePoint presents a cost of \$253,000 over a three-year period that includes implementation, employee time and training and maintenance costs. Over the same three-year period, Microsoft SharePoint will help our company realize a net benefit of \$1.8 million.

	<i>Year 1</i>	<i>Year 2</i>	<i>Year 3</i>	<i>Total</i>
Initial Implementation	\$100,000	\$0	\$0	\$100,000
Hardware/Software Maintenance	\$18,000	\$18,000	\$18,000	\$54,000
Administration and Support of PMP	\$33,250	\$33,250	\$33,250	\$99,750
			<b><i>3 Year Total Costs</i></b>	<b><i>\$253,750</i></b>

	<i>Year 1</i>	<i>Year 2</i>	<i>Year 3</i>	<i>Total</i>
Revenue with SharePoint	\$3,325,000	\$3,325,000	\$3,325,000	\$9,975,000
Revenue Without SharePoint	\$2,625,000	\$2,625,000	\$2,625,000	\$7,875,000
Cost of SharePoint	\$151,250	\$51,250	\$51,250	\$253,750
Benefit of SharePoint	\$548,750	\$648,750	\$648,750	\$1,846,250
			<b><i>3 Year Net Benefit</i></b>	<b><i>\$1,846,250</i></b>

#### *References*

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"Overview of Document Management in SharePoint 2013." Microsoft SharePoint, 18 Dec. 2013. Web. <<http://technet.microsoft.com/en-us/library/cc261933%2528v%3Doffice.15%2529.aspx>>.