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Our company is currently putting too many resources into managing documents and we need a simplistic way to handle and share documents with our clients. Microsoft SharePoint can help solve our problem. SharePoint is an online server that can be used to create websites for companies to store and share information. By adopting SharePoint, we can increase our company's income by $1,846,250 over the next three years.

SharePoint is Microsoft's online file sharing program that allows you to create an online portal for your organization. It allows you to store, organize share and access information throughout the portal using any device. SharePoint is designed so that everyone has access to the same version of the document meaning that there is less time taken managing versions of a file and more time working on that file. SharePoint also has a simple share file in which you can assign the file to the cloud then share that file with whoever needs to see it, whether it be employees or clients. This removes much of the wasteful time management involved with managing documents across multiple versions and platforms. Adopting SharePoint will increase our efficiency and allow us to produce more billable hours by 400 per PMP.

Adopting SharePoint is very cost efficient. We will earn a benefit of $2,100,000 from the increased hours over the next three years. Meanwhile, we will need to spend $100,000 in Year 1 for setup and $18,000 a year over the next three years maintaining the hardware and software. Finally, one of our PMP's will need to use 190 billable hours a year maintaining this system, resulting in a revenue reduction of $33,250 per year for the next three years. All told, our company will see an income increase of $1,846,250 over the next three years.

1) "What is SharePoint?" What is SharePoint? - Office Support. N.p., n.d. Web. 26 Apr. 2017.

2) Vikram. "What is Microsoft SharePoint And How Does It Work?" TechNorms. TechNorms, 20 Dec. 2010. Web. 26 Apr. 2017.

3) "In Word, click File > Save As > Add a place." Office Support. N.p., n.d. Web. 26 Apr. 2017.

| Year | 1 | 2 | 3 | Total |
|---|---|---|---|---|
| **Costs** | | | | |
| SharePoint Setup | $100,000 | $0 | $0 | $100,000 |
| Maintenance | $18,000 | $18,000 | $18,000 | $54,000 |
| PMP Oversight | $33,250 | $33,250 | $33,250 | $99,750 |
| **Total Costs** | $151,250 | $51,250 | $51,250 | $253,750 |
| | | | | |
| **Benefits** | | | | |
| Increased Hours | $700,000 | $700,000 | $700,000 | $2,100,000 |
| **Total Benefits** | $700,000 | $700,000 | $700,000 | $2,100,000 |
| | | | | |
| **Net Income** | $548,750 | $648,750 | $648,750 | $1,846,250 |