

To: Mart Doyle

From: Dan Kovacs

Subject: Lotus Quickr

In order to improve productivity by 20%, we should make the upgrade to Quickr with Phase 2 International hosting it for us. Quickr is a program by IBM that allows users to complete documents more efficiently and collaborate more effectively to create a fast-paced work atmosphere with the endless amount of forms. This boost in productivity will enable us to reduce headcount by six employees who process forms and from it we will see a net benefit of over \$360,000 in three years.

The capability of Quickr is that it allows employees to collaborate on documents in a more efficient manner, which will cause them to be finished faster. The program automatically notifies the next member in the form process once you have completed your portion of the document is an example of this enhanced collaboration. Additionally, all of the documents that the employees need are stored in one location for easy access. This extended feature will allow employees to cut the time they spend sifting through their computer to find the correct form. Lastly, employees can look at a list of tasks that they are required to complete, which can allow them to stay focused and complete all of their work. The main idea is that Quickr is capable of reducing the time it takes to complete the piles of forms by allowing greater communication between employees and faster access to the forms that they use.

Making the upgrade to Lotus Quickr will directly result in us being able to reduce headcount in the company by six employees due to the 20% boost in productivity. This reduction of staff will give us a benefit of \$810,000 in three years, while the three-year investment for Phase 2 International to host the product for us will be \$443,394. The net benefit then, over the course of three years, will be \$366,606. Our company should invest in this program in order to improve productivity and reduce costs.

	Year 1	Year 2	Year 3	Total
Costs	\$144,320	\$144,320	\$144,320	\$443,394
Benefits	\$270,000	\$270,000	\$270,000	\$810,000
Savings	\$125,679	\$125,679	\$125,679	\$366,606

## Works Cited

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