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We can increase our billable hours by 3,810 hours per year by purchasing Microsoft Sharepoint. Sharepoint provides a central location for easy storing, sharing and accessing of all documents. Investing in Sharepoint will reduce time spent on document management and therefore enable our employees to spend more time on client projects, resulting in a net benefit of \$1.85 million in three years.

Microsoft Sharepoint simplifies document management by providing one secure storage location for all documents. With documents in one location, employees can quickly access, edit, and share these documents. The key capability of this technology is that documents can be accessed and shared quicker with Sharepoint. In our case, this reduces the amount of time our PMPs spend managing documents by 400 hours per PMP, excluding time spent on Sharepoint maintenance. This reduction in hours spent on document management enables our PMPs to catch up on our backlog of work and bill an additional 3,810 hours annually.

Investing in Microsoft Sharepoint will cost \$154,000. However, the resulting increase in billed hours gains us a benefit of over \$2 million, resulting in a net benefit of \$1.85 million. Through the reduction in hours spent on document management, we will be able to bill more hours toward backlogged projects and thereby gain this net benefit.

Works Consulted

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- "What Is SharePoint?" *Microsoft*. Microsoft, n.d. Web. 09 Mar. 2015. <<https://support.office.com/en-us/article/What-is-SharePoint-97b915e6-651b-43b2-827d-fb25777f446f>>.

Appendix

Benefits	Hours	Hours	Year 1	Year 2	Year 3	Overall
Additional hours (Sharepoint expert)	400- (10%*1900)	210	\$ 36,750.00	\$ 36,750.00	\$ 36,750.00	
Additional hours (other experts)	9*400	3600	\$ 630,000.00	\$ 630,000.00	\$ 630,000.00	
Total benefits			\$ 666,750.00	\$ 666,750.00	\$ 666,750.00	\$ 2,000,250.00
Costs			Year 1	Year 2	Year 3	
Cost of purchase			\$ 100,000.00	\$ -	\$ -	
Maintenance			\$ 18,000.00	\$ 18,000.00	\$ 18,000.00	
Total costs			\$ 118,000.00	\$ 18,000.00	\$ 18,000.00	\$ 154,000.00
Net Benefits			Year 1	Year 2	Year 3	
Benefits			\$ 666,750.00	\$ 666,750.00	\$ 666,750.00	
Costs			\$ 118,000.00	\$ 18,000.00	\$ 18,000.00	
Net Benefit			\$ 548,750.00	\$ 648,750.00	\$ 648,750.00	
			Total net benefit		\$ 1,846,250.00	\$ 1,846,250.00

Table 1