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Flash Research Assignment

 Microsoft SharePoint

By upgrading our system over to Microsoft SharePoint, our company will gain a net benefit of $1,846,250 in a three-year span. Microsoft SharePoint is an efficient, Web based document management and storage system that allows for collaboration between different departments within a single company. This change will increase our PMPS billable hours and increase the work flow efficiency.

The key capabilities of Microsoft SharePoint are sharing and storing documents. With the use of SharePoint, our PMPs can edit documents, share files with our client or others in the company, and keep past records of the document. Our PMPs will have the ability to edit multiple versions of a document and ensure that everyone in the company is working with the most recent information. This change will increase our PMPS billable hours by 400 each and increase the work flow efficiency.

The cost of Microsoft SharePoint over three years is $154,000 comprising of acquiring the software and hardware, and annual maintenance. Over three years, we will have a cost benefit of $2,000,250 due to our PMPs added billable hours. The net benefit for our company after implementing SharePoint will be $1,846,250 after three years.

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| --- |
| Cost |
|  | Year 1 | Year 2 | Year 3 | Total |
| Hardware & Software | $100,000 | $0 | $0 | $100,000 |
| Annual Maintenance | $18,000 | $18,000 | $18,000 | $54,000 |
| Total | $118,000 | $18,000 | $18,000 | $154,000 |

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| Benefit |
|  | Year 1 | Year 2 | Year 3 | Total |
| With SharePoint | $3,291,750 | $3,291,750 | $3,291,750 | $9,875,250 |
| Without SharePoint | $2,625,000 | $2,625,000 | $2,625,000 | $7,875,000 |
| Total Benefit | $666,750 | $666,750 | $666,750 | $2,000,250  |

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| --- |
| 3 Year Benefit |
|  | Year 1 | Year 2 | Year 3 | Total |
| Total | $548,750 | $648,750 | $648,750 | $1,846,250 |

“Share Your Files from Anywhere.” *Online File Storage and Sharing | Microsoft Office*, products.office.com/en-us/business/teamwork/online-file-storage-and-sharing.

“What Does That Mean?” *What Is SharePoint?*, www.aiim.org/What-is-Microsoft-Sharepoint.

Withee , Ken. “How to Share Your Documents in SharePoint.” *Dummies*, www.dummies.com/software/microsoft-office/sharepoint/how-to-share-your-documents-in-sharepoint/.