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Flash Research Paper

Microsoft SharePoint

Microsoft SharePoint can help our firm increase our annual billing hours by 400, which would result in a savings of \$1,846,250 over a three-year period. SharePoint's easy-to-use technology can help us easily solve our biggest problems: sharing documents between clients and each other, and managing multiple versions of the same document.

SharePoint can provide check-in and check-out features, which allows simultaneous but isolated document editing on however many versions are needed. Workflow automated actions will send email notifications when a document has been uploaded or edited, minimizing time spent searching for anonymous edits. Lastly, dashboard customization gives employees the opportunity to personalize all their documents. This would allow for faster interface functionality such as document sharing and in turn could increase possible annual billing hours from 1500 to 2000 (Junk, 2014).

An investment in SharePoint would result in a net benefit of \$1,846,250 over the next three years. Total costs of the SharePoint investment, consisting of hardware, maintenance and the administration expertise, are \$253,750 over three years. Finally, we would benefit \$2.1 million in savings by improving our as-is situation and increasing annual possible billing hours.

Works Cited

Junk, D. (2014). *Aptera*. Retrieved from <http://blog.apterainc.com/bid/392491/what-s-the-difference-between-onedrive-and-sharepoint>

“SharePoint Online”. (2017). *Microsoft*. Retrieved from <https://products.office.com/en-us/sharepoint/sharepoint-online-collaboration-software>

“What is Document Management?”. (2017). *aiim*. Retrieved from <http://www.aiim.org/What-Is-Document-Imaging#>

Costs				
	Year 1	Year 2	Year 3	Total
Hardware	\$ 100,000.00	\$ -	\$ -	\$ 100,000.00
Add'l 18%	\$ 18,000.00	\$ 18,000.00	\$ 18,000.00	\$ 54,000.00
10% of 1900 hrs	\$ 33,250.00	\$ 33,250.00	\$ 33,250.00	\$ 99,750.00
Total	\$ 151,250.00	\$ 51,250.00	\$ 51,250.00	\$ 253,750.00

Benefits	Year 1	Year 2	Year 3	Total
400 less hours	\$ 700,000.00	\$ 700,000.00	\$ 700,000.00	\$ 2,100,000.00
Total	\$ 700,000.00	\$ 700,000.00	\$ 700,000.00	\$ 2,100,000.00

Net Benefit	Year 1	Year 2	Year 3	
400 hours	\$ 700,000.00	\$ 700,000.00	\$ 700,000.00	\$ 2,100,000.00
Expenses	\$ (151,250.00)	\$ (51,250.00)	\$ (51,250.00)	\$ (253,750.00)
Total	\$ 548,750.00	\$ 648,750.00	\$ 648,750.00	\$ 1,846,250.00