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Flash Research Assignment 4: Sharepoint

Our company has a golden opportunity to correct an inefficient practice in our document management processes, and realize a net benefit of $1,846,250. Our current system forces our Project Management Professionals (PMPs) to waste valuable time emailing documents and communications related to projects on which they are collaborating, and searching for the most current versions of documents. I suggest we implement Sharepoint to eliminate this inefficiency. Sharepoint is a technology that streamlines and simplifies document management tasks and reduces the time our PMPs waste searching for documents and communicating with one another, and with external shareholders.

Sharepoint is a server-based set of technologies which our company can install to dramatically reduce the amount of time our PMPs spend managing documents. Sharepoint allows for the creation of “team sites”, web pages where authorized team members working on a project can collaboratively post, edit, review, store, and dispose of documents in a single location. A similar feature called “workspaces” allows for document-based collaboration among users (who are not necessarily part of a team) organization-wide. Because the system is entirely networked, clients and other outside stakeholders can also access and collaborate in creating, editing, and sharing documents through the firm’s external network. Sharepoint, will create a centralized and convenient point where users can share any and all documents related to our projects.

The key capabilities of Sharepoint will result in an increase in efficiency and a substantial increase in revenue. Sharepoint’s document-management capabilities allow our PMPs to focus on creating value for our clients and dramatically increase the amount of billable hours each PMP can log, as PMPs will spend less time managing documents.Currently, each of our 10 PMPs bills 1,500 hours annually. Each PMP can bill an additional 400 hours annually using Sharepoint technology. Our total revenue would increase by $700,000 annually or $2,100,000 over three years**.** The total three-year costs of implementing the technology, including administrative and support costs, is $253,750. Thus our net benefit increase as a result of implementing Sharepoint is $1,846,250 over three years.