To: Mart Doyle; CIO

From: Joon-Yong Kim

Date: 14/10/13

Subject: SharePoint

      Investing in SharePoint will increase our productivity by 20% per year with a net benefit of $1,846,250 in 3 years. SharePoint can provide planning for the organization of documents for employees to manage the site, task, and content type. By implementing SharePoint, our team of PMPs can increase billable hours by 2700 hours in 3 years, increasing our revenue by $2,100,000.

        SharePoint is the software that organizes documents provides the elements of a document management system. The software’s planning process involves organizing and storing documents to make better workflows to our team of PMPs. SharePoint can create a site that can manage and share documents in one place, allowing us to control the team tasks within SharePoint. Additionally, multiple people can organize and manage content types into a SharePoint document library. As a result, the management of documents will increase our efficiency of work productivity by 20% with increase of billable hours of work.

         Our backlog of work will eliminate by increasing billable hours from 1500 to 2700 in the next 3 years, and thus a 400 hours gain each year. The total costs of $253,750 in a three year period includes cost of hardware, software, maintenance, and of the 10% of time each PMP spends on administering and supporting SharePoint. This will increase our revenue by $2,100,000, yielding a net benefit of $1,846,250 within 3 years. By implementing SharePoint, our company will have higher productivity and increased revenue.

**Work cited**

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