

## Sharepoint

Our employees are currently wasting 3,810 potential billable hours managing documents; costing our company \$666,750 per year in lost revenue. Microsoft Sharepoint acts as a secure place to store, organize, share and access documents and information from any device. If we invest in Sharepoint, our employees will utilize more time working with clients on projects, resulting in a net benefit of \$1,846,250 over three years.

Sharepoint is a widely-used intranet and document management system designed to centralize our company's documents in one secure place. Sharepoint software offers enhanced security and ease of use as compared to our current method of document sharing. Sharepoint will allow our employees to more easily collaborate and to stay connected throughout their projects. Allowing our employees to efficiently share and collaborate will increase the flow of information throughout the company, improving our decision making. Most importantly, this investment will save each PMP 400 hours per year, enabling them to use those hours working with and billing clients.

Implementing and maintaining Sharepoint will cost \$154,000 over the next three years, \$100,000 for hardware and software and \$18,000 per year for maintenance. The increase in billable hours available will result in a benefit of \$666,750 per year, more than paying for itself within three months. The transition to a significantly more efficient method of document management will ultimately result in a net benefit of \$1,846,250 over three years.

<b>Benefits</b>	<b>Hours</b>	<b>Total Hours</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Total</b>
Additional hours (Sharepoint expert)	400-(10%*1900)	210	\$ 36,750.00	\$ 36,750.00	\$ 36,750.00	\$ 110,250.00
Additional hours (other PMPs)	9*400	3600	\$ 630,000.00	\$ 630,000.00	\$ 630,000.00	\$ 1,890,000.00
<b>Total Benefit</b>		3810	\$ 666,750.00	\$ 666,750.00	\$ 666,750.00	\$ 2,000,250.00

<b>Costs</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Total</b>
Hardware & Software	\$ 100,000.00	\$ -	\$ -	\$ 100,000.00
Maintenance	\$ 18,000.00	\$ 18,000.00	\$ 18,000.00	\$ 54,000.00
<b>Total Costs</b>	\$ 118,000.00	\$ 118,000.00	\$ 118,000.00	\$ 354,000.00

<b>Net Benefit</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Total</b>
Benefits	\$ 666,750.00	\$ 666,750.00	\$ 666,750.00	\$ 2,000,250.00
Costs	\$ 115,000.00	\$ 18,000.00	\$ 18,000.00	\$ 151,000.00
<b>Net Benefit</b>	\$ 548,750.00	\$ 648,750.00	\$ 648,750.00	\$ 1,846,250.00

## Sources

"SharePoint Document Management-What It Is and Isn't." *Smartsheet*. N.p., 04 Nov. 2016. Web. 25 Apr. 2017. <<https://www.smartsheet.com/sharepoint-document-management>>.

"What Is SharePoint?" *What Is SharePoint? - Office Support*. N.p., n.d. Web. 25 Apr. 2017. <<https://support.office.com/en-us/article/What-is-SharePoint-97b915e6-651b-43b2-827d-fb25777f446f>>.

Wheeler, Ashley. "6 Benefits of Using Microsoft SharePoint." *Phoenix TS*. N.p., 23 Nov. 2016. Web. 25 Mar. 2017. <<https://phoenixts.com/blog/benefits-of-microsoft-sharepoint/>>.