Too much of our PMPs’ time is spent on tasks that are *not* billable, like document management. With SharePoint, a cloud-based platform solution, we can increase each PMP’s billables by 400 hours. Microsoft SharePoint is a highly diversifiable platform on which our PMPs can practice sound document management, collaborate more easily with clients, manage content and more. By implementing SharePoint, we save time and will receive a net benefit of $1,846,250.

Microsoft SharePoint is a cloud-based, collaborative platform. The five main uses of SharePoint are: Enterprise Content and Document Management, Intranet/Social Network, Collaborative Software, File Hosting Service, and Custom Web Applications. Enterprise Content and Document Management will allow our PMPs to secure, store and manage multiple documents that are necessary for their projects. Intranet and Social Network will give PMPs and clients the ability to connect and share documents with each other on the same platform. Collaborative Software will allow PMPs and clients to create a Team Site and use applications for scheduling and other tasks. File Hosting Service will allow everyone to contribute to the same version of a document and keep it up-to-date. Custom Web Applications have different types of applications that can be used to enhance and customize our PMPs’ sites based on each project’s specific needs.

In the first year, the cost for hardware and software will be $100,000, followed by a yearly annual cost of $18,000 for maintenance and a yearly cost of $33,250 for ten percent of a PMP’s billable hours. The total three-year costs for implementing SharePoint will be $253,750. The benefit each year will be derived from the 400 billable hours added for each PMP, totaling $700,000. The total three-year benefit is $2,100,000. The three-year net benefit will be $1,846,250.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Year 1 | Year 2 | Year 3 | Total |
| COSTS |  |  |  |  |
| Hardware/Software | $100,000 | $0 | $0 | $100,000 |
| Maintenance | $18,000 | $18,000 | $18,000 | $54,000 |
| 10% of One Person | $33,250 | $33,250 | $33,250 | $99,750 |
| **TOTAL COSTS** | $151,250 | $51,250 | $51,250 | **$253,750** |
|  |  |  |  |  |
| BENEFTIS |  |  |  |  |
| Increased Revenue | $700,000 | $700,000 | $700,000 | $2,100,000 |
| **TOTAL BENEFITS** | $700,000 | $700,000 | $700,000 | **$2,100,000** |
|  |  |  |  |  |
| **NET BENEFITS** | $548,750 | $648,750 | $648,750 | **$1,846,250** |

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