

Prompt #4:

Flash Research Assignment: SharePoint

You are the CTA of a small but rapidly growing consulting firm that specializes in IT project management. You have a team of 10 PMPs who are currently billing out 75% of their time (1,500 hour/year out of a 2,000 hour work year) at an average rate of \$175 per hour. Business is good and you actually have a considerable backlog of work.

Your PMPs spend a lot of time struggling with the management of documents related to their projects. From sharing documents with the client and each other to managing multiple versions of the same document, your PMPs are spending a lot of time managing documents and not creating value for your clients. You do not bill you clients for this time! You believe that an investment in SharePoint will increase the productivity of your team of PMPs and enable them to increase their billable hours by 400 hours per year (each PMP will bill out another 400 hours per year) which will enable you to just about eliminate your backlog of work and increase your revenue.

One of your PMPs is actually also an expert in SharePoint. He has worked up an estimate of \$100,000 for the purchasing of hardware and software plus an additional 18% for annual hardware/software maintenance. In addition, this person will need to spend 10% of their time administering and supporting this system and will not be able to generate revenue as a PMP for this portion of their time.

Your specialty is Prepare a paper for the CIO which describes this technology and describes the business case for making investments in this technology. This organization always looks at investments over a 3-year period.

The maximum length of the body of this paper is 1 page. Additional pages may be used for optional diagrams and required references.

Rachael Voluck

Mart Doyle

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Flash Research Paper #4: SharePoint

Our company can save more than \$1.84M over three years by implementing SharePoint. SharePoint is a collaboration tool that helps PMPs efficiently manage documents, ensuring that they are able to optimize their performance at work. SharePoint will solve our current issues regarding document management and sharing, meaning PMPs will be available for more billable hours.

SharePoint is a Microsoft collaboration portal that allows an enterprise to set up a securely centralized space for document sharing. The key capability of SharePoint is that it enables efficient document management, meaning that documents can be stored, downloaded, edited, and uploaded in a collaborative platform. Users, which can be employees or clients of the company, can access all available documents with knowledge of who else may have viewed, edited, or added them. SharePoint will reduce this backload of work, helping to increase the availability of our PMPs.

As displayed in Figure 1, SharePoint will cost us \$253,750 over three years for hardware and software purchases, maintenance, and administrative costs. The increase in revenues are driven by a 20% increase of billable hours for our PMPs, resulting in a three-year benefit of \$2.1M. Furthermore, the application of SharePoint will yield a three-year net benefit of over \$1.84M, obviously creating significant business value.

Works Referenced

Hassel, Jonathan. "7 Things About SharePoint 2013 All IT Pros Should Know." *CIO*. N.p., 11

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<http://www.cio.com/article/728615/7_Things_About_SharePoint_2013_All_IT_Professionals_Should_Know?page=3>.

"SharePoint Overview." *SharePoint*. Microsoft, n.d. Web. 10 Oct. 2013.

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"What Is SharePoint?" *AIIM*. The Global Community of Information Professionals, n.d. Web. 10

Oct. 2013. <<http://www.aiim.org/What-is-Microsoft-Sharepoint>>.

Figure 1

To-Be Benefits				
As-Is Revenues:				
Billable hours/year	Year 1	Year 2	Year 3	Total
1,500	\$2,625,000	\$2,625,000	\$2,625,000	\$7,875,000
To-Be Revenues:				
Billable hours/year	Year 1	Year 2	Year 3	Total
1,900	\$3,325,000	\$3,325,000	\$3,325,000	\$9,975,000
To-Be Benefits:	Year 1	Year 2	Year 3	Total
	\$700,000	\$700,000	\$700,000	\$2,100,000
			3 Year Benefits	\$2,100,000
To-Be Costs				
	Year 1	Year 2	Year 3	Total
Initial Purchase	\$100,000	\$0	\$0	\$100,000
Maintenance	\$18,000	\$18,000	\$18,000	\$54,000
PMP opportunity cost	\$33,250	\$33,250	\$33,250	\$99,750
Total	\$151,250	\$51,250	\$51,250	\$253,750
			3 Year Costs	\$253,750
To-Be Net Benefits				
	Year 1	Year 2	Year 3	Total
Increase in revenues	\$700,000	\$700,000	\$700,000	\$2,100,000
Costs	\$151,250	\$51,250	\$51,250	\$253,750
			3 Year Net Benefit	\$1,846,250.00