Sarita Cini

915500832

Professor Doyle

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**SharePoint**

Poor document management reduces our PMPs’ potential productivity by 19% and prevents an additional 3,810 billable hours a year. By managing documents using SharePoint, we can generate a three-year net benefit of $1,846,250. SharePoint is a collaborative platform that provides users the ability to quickly share and edit the same document over a virtual network. Using SharePoint, PMPs can reduce the time they spend managing their proposals and eliminate the firm’s current backlog of work, resulting in increased revenue.

The key capability of SharePoint is the technology’s ability to facilitate content collaboration between teams and business partners. This is accomplished by uploading a document to the platform’s server and granting view or write access so that every party can work on single version of a document. As a result, SharePoint will eliminate the time our PMPs spend calling clients to find out at what stage of approval their proposal is because workflow statuses will be communicated to each party automatically. PMPs can use this time instead to engage in revenue-generating activities.

The revenue benefit of SharePoint over three-years is $9,721,250, consisting of added billable hours less all purchase, maintenance and administration costs. Over three-years, not using SharePoint would result in a reduced revenue benefit of $7,875,000 by avoiding the revenue of maintaining our current document management process. The three-year net benefit of SharePoint is $1,846,250, making this a compelling investment for our company.

**Diagrams**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Traditional Revenue** |  |  |  | **Year 1** | **Year 2** | **Year 3** | **Total** |
| Hourly Charge | $175.00 |  | **Revenue** | $100,000.00 |  |  |  |
| Hours Charged | 1,500.00 |  |  | $18,000.00 | $18,000.00 | $18,000.00 |  |
| Number of PMP | 10.00 |  |  | -$3,291,750.00 | -$3,291,750.00 | -$3,291,750.00 |  |
| **Total Revenue** | **$2,625,000.00** |  |  |  |  |  |  |
|  |  |  | **Total Costs** |  |  |  | **-$9,721,250.00** |
| **Traditional Variable Cost** |  |  |  |  |  |  |  |
|  |  |  | **Revenue Avoidance Benefits** | -$2,625,000.00 | -$2,625,000.00 | -$2,625,000.00 |  |
|  |  |  |  |  |  |  |  |
| **Total Annual Cost** |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  | **Total Benefits** |  |  |  | **-$7,875,000.00** |
| **New Revenue** |  |  |  |  |  |  |  |
| Hourly Charge | $175.00 |  |  |  |  |  |  |
| Hours Charged | 1,900.00 |  | **Net Benefits** |  |  |  | **$1,846,250.00** |
| Number of PMP | 9.00 |  |  |  |  |  |  |
| SharePoint PMP Hours Charged | 1,710.00 |  |  |  |  |  |  |
| **Total Upfront Cost** | **$3,291,750.00** |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **New Cost** |  |  | 18810 | 0.9405 |  | 3600 | 3810 |
| Purchase ONE TIME | $100,000.00 |  | 20000 | 0.75 |  | 210 |  |
| Maintenance ANNUAL | $18,000.00 |  | Lost prod % | 0.1905 |  |  |  |
| **Total Annual Cost** |  |  |  |  |  |  |  |

**References**

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