

To: CIO Mart Doyle

From: CTA Sean O'Neill

Subject: SharePoint

Date: 3/25/14

Our company has an opportunity to save \$1,846,250 over a period of three years by investing in SharePoint. SharePoint is a collaboration and content management software that allows organizations to manage documents, reports, and applications. SharePoint allows employees too quickly and easily access formation they need to make knowledgeable business decisions.

SharePoint will benefit our company by fixing issues our PMPs face with document management through the content and collaboration features. SharePoint provides a single infrastructure for all our business documents to be managed and shared. The content feature makes it easier to manage and edit documents with options such as creating team sites, tagging content, enforcing schedules, and declaring record all in one platform. The combination of these features SharePoint provides will help our PMP reduce time managing documents and increase their overall billable hours.

.Currently our ten PMPs are billing out 1,500 hours per year at \$175 per hour, which is \$2,625,000 in revenue a year. By investing in SharePoint, nine of our PMPs will increase their billable hours to 1,900. The remaining PMP will increase his billable hours to 1,710 because he will need to spend 10% of his time administering and supporting the SharePoint system. As a result, our revenue increases to \$3,291,750 a year and \$9,875,250 in three years. The costs for investing in SharePoint in year one are \$100,000 for purchasing hardware and software and \$18,000 for maintenance. The costs in year two and three consist of the recurring cost of \$18,000 a year for hardware and software maintenance. Thus, the total costs for investing in SharePoint after three years amounts to \$154,000. Our net benefit from the investment after three years will be \$9,721,250.