

Dear Sir or Madam,

We can realize a net benefit of \$1.85 million over three years by implementing Microsoft SharePoint, which is a web application framework and platform that provides content management capabilities to facilitate collaboration.

Microsoft SharePoint allows users to share and manage documents efficiently. For example, our PMPs can easily create and manage different versions of a document to share with their clients during requirements gathering phases, which will reduce unbilled hours wasted on sending files back and forth and enable them to start creating value for clients sooner. Our PMPs can also stay organized in their teams because everyone has access to the same version of a document stored in a central location so that no time is wasted in sending updated files back and forth. This will increase our PMP's productivity, which translates directly to increased billable hours and revenue.

This investment will bring a total benefit of \$2.1 million over a 3-year period. Over the same period, the cost of purchasing SharePoint hardware and software, annual maintenance, and system administration and support by one of our PMPs totals to \$250,000, which means we will enjoy a net benefit of \$1.85 million over the 3 years.

Sincerely,

Yinping Hu

1. AIIM.org. (n.d.). *What is SharePoint?* Retrieved from <http://www.aiim.org/What-is-Microsoft-Sharepoint>.
2. GetStartedSharePoint. (2009, August 13). *SharePoint in Plain English* [video file]. Retrieved from <https://www.youtube.com/watch?v=s12Jb5Z2xaE>.
3. Sy, D. R. (2009, November 16). *What is SharePoint?* [PowerPoint]. Retrieved from [http://www.bnl.gov/interlab09/Presentations/What\\_is\\_SharePoint.pdf](http://www.bnl.gov/interlab09/Presentations/What_is_SharePoint.pdf).

Appendix. Calculations

<b>3-Yr Cost/Benefit Analysis</b>				
	Year 1	Year 2	Year 3	Total
Costs				
Hardware/Software	\$ 100,000.00	\$ -	\$ -	\$ 100,000.00
Annual Maintenance	\$ 18,000.00	\$ 18,000.00	\$ 18,000.00	\$ 54,000.00
10% of PMP hours	\$ 33,250.00	\$ 33,250.00	\$ 33,250.00	\$ 99,750.00
<b>Total Cost</b>	<b>\$ 151,250.00</b>	<b>\$ 51,250.00</b>	<b>\$ 51,250.00</b>	<b>\$ 253,750.00</b>
Benefits				
Increased Revenue	\$ 700,000.00	\$ 700,000.00	\$ 700,000.00	\$ 2,100,000.00
<b>Total Benefits</b>	<b>\$ 700,000.00</b>	<b>\$ 700,000.00</b>	<b>\$ 700,000.00</b>	<b>\$ 2,100,000.00</b>
<b>Net Benefit</b>	<b>\$ 548,750.00</b>	<b>\$ 648,750.00</b>	<b>\$ 648,750.00</b>	<b>\$ 1,846,250.00</b>

1. AIIM.org. (n.d.). *What is SharePoint?* Retrieved from <http://www.aiim.org/What-is-Microsoft-Sharepoint>.
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3. Sy, D. R. (2009, November 16). *What is SharePoint?* [PowerPoint]. Retrieved from [http://www.bnl.gov/interlab09/Presentations/What\\_is\\_SharePoint.pdf](http://www.bnl.gov/interlab09/Presentations/What_is_SharePoint.pdf).