**COST BENEFIT ANALYSIS**

**SPREADSHEET in Microsoft Word**

|  |  |  |
| --- | --- | --- |
| COMPANY NAME | DATE CONDUCTED | COMPLETED BY |
|  |  |  |
| PROPOSED PRODUCT / INITIATIVE / SERVICE |
|  |

QUANTITATIVE ANALYSIS

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **NON-RECURRING COSTS** | **YEAR 1** | **YEAR 2** | **YEAR 3** | **TOTAL** |
| Hardware |   |   |   |   |
| Servers |   |   |   |   |
| Desktop  |   |   |   |   |
| Telecommunication Equipment |   |   |   |   |
| Software (Packaged or Custom) |   |   |   |   |
| Computer Room Upgrades |   |   |   |   |
| Furniture and Fixtures |   |   |   |   |
| Project Organizational/Support Costs |   |   |   |   |
| Planning (upon Approval) |   |   |   |   |
| Procurement |   |   |   |   |
| Contract Negotiations |   |   |   |   |
| Labor  |   |   |   |   |
| Infrastructure |   |   |   |   |
| Development |   |   |   |   |
| Business Process Owners (Users) |   |   |   |   |
| Management |   |   |   |   |
| Training of Employees (Pre-Implementation) |   |   |   |   |
| Transition Costs (Parallel Systems) |   |   |   |   |
| Post-Implementation Reviews |   |   |   |   |
| **TOTAL NON-RECURRING COSTS** |   |   |   |   |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **RECURRING COSTS** | **YEAR 1** | **YEAR 2** | **YEAR 3** | **TOTAL** |
| Hardware/Software |   |   |   |   |
| Software Maintenance and Upgrades |   |   |   |   |
| Computer Supplies |   |   |   |   |
| Desktops (Incremental to the Project) |   |   |   |   |
| Help Desk Support |   |   |   |   |
| Ongoing Additional Labor  |   |   |   |   |
| IT Staff Costs (including Benefits) |   |   |   |   |
| User Training |   |   |   |   |
| Other |   |   |   |   |
| Telecommunications |   |   |   |   |
| Office Leases |   |   |   |   |
| **TOTAL RECURRING COSTS** |   |   |   |   |
|  |  |  |  |  |
| **TOTAL COSTS** |   |   |   |   |

QUANTITATIVE BENEFITS

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **REVENUES** | **YEAR 1** | **YEAR 2** | **YEAR 3** | **TOTAL** |
| (Enter Revenue Sources Here) |   |   |   |   |
|   |   |   |   |   |
|   |   |   |   |   |
| **TOTAL REVENUES** |   |   |   |   |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **COST SAVINGS** | **YEAR 1** | **YEAR 2** | **YEAR 3** | **TOTAL** |
| Decreased Cost of Services Provided |   |   |   |   |
| Savings from Business Process Improvements |   |   |   |   |
| Productivity Gains |   |   |   |   |
| Savings from Structural Changes |   |   |   |   |
| Savings from Optimized Information (or Flow) |   |   |   |   |
| Decreased Information Publishing Cost |   |   |   |   |
| Reduced Staffing Cost (including Overtime)  |   |   |   |   |
| Reduced Staff Turnover Costs |   |   |   |   |
| **TOTAL COST SAVINGS** |   |   |   |   |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **COST AVOIDANCE** | **YEAR 1** | **YEAR 2** | **YEAR 3** | **TOTAL** |
| (Enter Cost Avoidance Here) |   |   |   |   |
|   |   |   |   |   |
| **TOTAL COST AVOIDANCE** |   |   |   |   |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **OTHER BENEFITS** | **YEAR 1** | **YEAR 2** | **YEAR 3** | **TOTAL** |
| (Enter Other Benefits Here) |   |   |   |   |
|   |   |   |   |   |
| **TOTAL OTHER BENEFITS** |   |   |   |   |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **TOTAL BENEFITS** |   |   |   |   |

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