**[A green sign with white text

Description automatically generated with medium confidence](https://www.smartsheet.com/try-it?trp=11874&utm_source=template-word&utm_medium=content&utm_campaign=Sample+Cost+Benefit+Analysis-word-11874&lpa=Sample+Cost+Benefit+Analysis+word+11874)SAMPLE COST BENEFIT ANALYSIS**

|  |
| --- |
| PROPOSED PROJECT |
| Convert our 15 on-site employees to remote / work from home |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **COSTS** | **CAPITAL  COSTS** | **OTHER COSTS** | **ANNUAL REVENUE COSTS** | **ANNUAL CAPITAL**  **COSTS** |
| one-time large purchases | recurring  expenses |
| Home Office Infrastructure Setup | 5,000 |  |  | 5,000 |
| Server | 2,000 |  |  | 2,000 |
| Server Maintenance | 500 |  | 500 | 1,000 |
| Software | 2,000 |  | 200 | 2,200 |
| Training | 10,000 |  | 500 | 10,500 |
| Remote Support | 25,000 |  | 25,000 | 50,000 |
| Headsets | 1,000 |  | 200 | 1,200 |
| Laptops | 15,000 | 1,000 | 2,000 | 18,000 |
| Home Office Furniture | 15,000 |  |  | 15,000 |
| **TOTAL COSTS** | **$75,500** | **$1,000** | **$28,400** | **$104,900** |

|  |  |  |  |
| --- | --- | --- | --- |
| **BENEFITS** | **CAPITAL SAVINGS** | **OTHER**  **SAVINGS** | **ANNUAL**  **BENEFIT**  **SAVINGS** |
| Increased Staff Retention | 11,000 | 4,000 | 15,000 |
| Rent Savings | 36,000 |  | 36,000 |
| Utility Savings | 12,000 |  | 12,000 |
| Food Services Savings | 9,000 |  | 9,000 |
| Office Equipment Savings |  | 2,000 | 2,000 |
| Tax Savings | 15,000 |  | 15,000 |
| **TOTAL SAVINGS** | **$83,000** | **6,000** | **$89,000** |

COST BENEFIT ANALYSIS

|  |
| --- |
| PROPOSED PROJECT |
|  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **COSTS** | **CAPITAL  COSTS** | **OTHER COSTS** | **ANNUAL REVENUE COSTS** | **ANNUAL CAPITAL**  **COSTS** |
| one-time large purchases | recurring  expenses |
| Home Office Infrastructure Setup |  |  |  |  |
| Server |  |  |  |  |
| Server Maintenance |  |  |  |  |
| Software |  |  |  |  |
| Training |  |  |  |  |
| Remote Support |  |  |  |  |
| Headsets |  |  |  |  |
| Laptops |  |  |  |  |
| Home Office Furniture |  |  |  |  |
|  |  |  |  |  |
| **TOTAL COSTS** |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **BENEFITS** | **CAPITAL SAVINGS** | **OTHER**  **SAVINGS** | **ANNUAL**  **BENEFIT**  **SAVINGS** |
| Increased Staff Retention |  |  |  |
| Rent Savings |  |  |  |
| Utility Savings |  |  |  |
| Food Services Savings |  |  |  |
| Office Equipment Savings |  |  |  |
| Tax Savings |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **TOTAL SAVINGS** |  |  |  |

|  |
| --- |
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