**SAMPLE COST BENEFIT ANALYSIS**

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

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| --- | --- | --- | --- | --- |
| **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**  |

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| --- | --- | --- | --- |
| **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

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| --- |
| 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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| --- |
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