**COST BENEFIT ANALYSIS**

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