**[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=Cost+Benefit+Analysis+Spreadsheet-word-11874&lpa=Cost+Benefit+Analysis+Spreadsheet+word+11874)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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